AIMS K-12 College Prep Charter District

AIMS Board Meeting

Date and Time

Tuesday August 26, 2025 at 6:45 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
Meeting ID: 661 426 6860
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+12532158782,,6614266860#,,,,*071330# US (Tacoma)

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Passcode: 071330
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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:45 PM**
	Opening Items			
A.	Call the Meeting to Order		Jaime Colly	
B.	Record Attendance and Guests	Vote	Ahsjanae Hutchings	1 m
C.	Adoption of Agenda	Vote	Jaime Colly	1 m
D.	Public Comment on Agenda Items			4 m

Public comment on agenda items is set aside for members of the public to address the items on the Board's agenda prior to each agenda item. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).**

E.	Public Comment on Non-Agenda Items			4 m

Public comment on non-agenda items is set aside for members of the public to address the items not on the Board's agenda. The Board of Directors will not respond to or take action in response to public comment, except that the Board may ask clarifying questions or direct staff. **Comments are limited to two (2) minutes per**

		Purpose	Presenter	Time
	person, and the total time allotted for all public comment will not exceed thirty (30) minutes (10 minutes per section).			
II.	**Approve Board Meeting Minutes**			**6:55 PM**
A.	AIMS Board Meeting: Minute Approvals 6/24/2025	Approve Minutes	Jaime Colly	1 m
B.	AIMS Board Meeting Minutes: 7/10/25	Approve Minutes	Jaime Colly	3 m
C.	7/23/25	Approve Minutes	Jaime Colly	5 m
III.	**Information (Non-Action) Items**			**7:04 PM**
A.	President's Report	FYI	Jaime Colly	3 m
B.	Board Report	FYI	Megan Sweet	5 m
C.	Executive Director Memo	FYI	Marco Menendez	10 m
IV.	**Consent Calendar**			**7:22 PM**
A.	Website Rebuild	Vote	Suzen Chu	3 m
B.	Contracts	Vote	Tiffany Tung	3 m
C.	AIMS Staff Handbook 2025-2026	Vote	Tiffany Tung	3 m
D.	Job Descriptions	Vote	Tiffany Tung	5 m
E.	WestED Contract	Vote	Marco Menendez	5 m
F.	Destiny Art Center	Vote	Marco Menendez	1 m
G.	Tool Box Project	Vote	Marco Menendez	1 m
H.	Removal/Disposal of Surplus/Obsolete/Unusable Property	Vote	Marco Menendez	1 m

		Purpose	Presenter	Time
I.	Board On Track Renewal	Vote	Ahsjanae Hutchings	1 m
J.	CA Dashboard MOU	Vote	Christopher Ahmad	1 m
K.	GO Math	Vote	Christopher Ahmad	1 m
L.	Uniforms	Vote	Christopher Ahmad	1 m
M.	Elevate	Vote	Christopher Ahmad	1 m
N.	BACSAC	Vote	Christopher Ahmad	1 m
O.	Cengage ELD	Vote	Christopher Ahmad	1 m
P.	NuGerm	Vote	Christopher Ahmad	1 m
Q.	Playground Construction	Vote	Christopher Ahmad	1 m
R.	Rush order Tees	Vote	Julia Li	1 m
S.	Ascend Rehab Services	Vote	Deborah Woods	1 m
T.	Empowered Psychological Services	Vote	Deborah Woods	1 m
U.	AB LMFT Supervisor Contract 2025-26	Vote	Deborah Woods	1 m
V.	Every Special Child MOU	Vote	Deborah Woods	1 m
W.	Seneca Master Contract	Vote	Deborah Woods	1 m
X.	ATX Learning	Vote	Deborah Woods	1 m
Y.	ELOP Plan and Budget	Vote	Jimmie Brown	1 m
Z.	AIMS Salary Schedule	Vote	Tiffany Tung	1 m
AA.	Unaudited Actuals	Vote	Christina Jordan	5 m
AB.	Budget Revisions	Vote	Marco Menendez	5 m
V.	**Action Items**			**8:12 PM**
A.	Organization Chart Revision Proposals	Vote	Marco Menendez	5 m
B.	Board Member Terms Update	Discuss	Jaime Colly	5 m
C.	CSMC Presentation	Discuss	Tom Nichols	10 m

		Purpose	Presenter	Time
VI.	**Closing Items**			**8:32 PM**
A.	Adjourn Meeting	FYI	Jaime Colly	
B.	NOTICES	FYI	Ahsjanae Hutchings	

The next regular meeting of the Board of Directors is scheduled to be held on Tuesday September 16th, 2025, at 6:45 pm. AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Marisol Magana has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Marisol Magana at (510) 220-9985 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

I, Ahsjanae Hutchings, hereby certify that I posted this agenda on the AIMS website at www.aimsk12.org, on or before August 23rd, 2025 before 6:45 PM. Certification of Posting

Coversheet

AIMS Board Meeting: Minute Approvals 6/24/2025

Section: II. Approve Board Meeting Minutes
Item: A. AIMS Board Meeting: Minute Approvals 6/24/2025
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for AIMS Board Meeting on June 24, 2025

APPROVED

AIMS K-12 College Prep Charter District

Minutes

AIMS Board Meeting

Date and Time
Tuesday June 24, 2025 at 6:45 PM

Location
171 12th Street, Oakland, CA 94607

President Colly will be joining virtually: 4121 Laguna Ave Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
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Directors Present
C. Edington, J. Colly, J. Hinton, K. Kean, M. Sweet

Directors Absent
S. Leung

Guests Present
A. Hutchings

I. Opening Items

A. Call the Meeting to Order

K. Kean called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Tuesday Jun 24, 2025 at 7:01 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

M. Sweet made a motion to Adopt the agenda with the following changes: Item C will be moved to action items, while Items E and F will be designated as non-action items.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Hinton	Abstain
M. Sweet	Aye

Roll Call

S. Leung	Absent
C. Edington	Aye
J. Colly	Aye
K. Kean	Abstain

C. Edington made a motion to A motion was made to enter a closed session early to address one litigation-related item. The session recessed at 7:05 PM and reconvened at 7:24 PM, with no reports provided upon return.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Colly	Aye
J. Hinton	Aye
K. Kean	Aye
M. Sweet	Abstain
C. Edington	Aye
S. Leung	Absent

D. Public Comment on Agenda Items

E. Public Comment on Non-Agenda Items

II. Approve Board Meeting Minutes

A. AIMS Board Meeting: Minute Approvals 5/22/2025

J. Colly made a motion to approve the minutes from 5/22/25.
C. Edington seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Sweet	Abstain
J. Colly	Aye
K. Kean	Aye
S. Leung	Absent
C. Edington	Aye
J. Hinton	Abstain

B. AIMS Board Meeting Minutes: 5/12/25

J. Colly made a motion to approve the minutes from AIMS Special Board Meeting on 05-12-25.
C. Edington seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

S. Leung	Absent

Roll Call

J. Colly	Aye
K. Kean	Aye
C. Edington	Aye
J. Hinton	Abstain
M. Sweet	Aye

C. 5/31/25

Motion to Table the item AIMS Special Board Meeting on 05-31-25.
The board **VOTED** to approve the motion.

D. 6/06/25

Motion to table the item AIMS Special Board Meeting on 06-06-25.
The board **VOTED** to approve the motion.

III. Information (Non-Action) Items

A. President's Report

No reports

B. Board Report

Director Hinton gave updates on interim ED candidates

C. Staff Reports

The Board reviewed staff reports focusing on Special Education (SPED), Academics, Health and School Support Services, as well as PARSEC. During the discussion, the Board noted the need to update the framework for staffing reports. They plan to consult with their data consultant to develop a model that aligns with the Memorandum of Understanding (MOU) and the Board calendar.

IV. Consent Calendar

A. Learning Continuity Plan

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The entire consent calendar was approved in one vote.
The board **VOTED** to approve the motion.

Roll Call

K. Kean	Aye
J. Hinton	Aye
J. Colly	Aye
S. Leung	Absent

Roll Call

C. Edington Aye

M. Sweet Aye

B. Prop 28 Annual Report

J. Colly made a motion to APPROVE.

K. Kean seconded the motion.

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

C. Proposed Changes to School Calendar 25-26

J. Colly made a motion to APPROVE.

K. Kean seconded the motion.

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

D. NWEA

J. Colly made a motion to APPROVE.

K. Kean seconded the motion.

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

E. ACOE Induction

This item has been moved to the "Non-Action Items" category.

F. Families in Action for Quality Education DBA Oakland Enrolls Agreement

This item has been moved to the "Non-Action Items" category.

G. Asset Sonar Agreement

J. Colly made a motion to Approve.

K. Kean seconded the motion.

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

H. GO Guardian Agreement

J. Colly made a motion to Approve.

K. Kean seconded the motion.

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

I. PowerSchool SIS Agreement

J. Colly made a motion to Approve.

K. Kean seconded the motion.

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

J. ParentSquare Agreement

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

K. CSU Application Center

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

L. Treering Coporation- HS Yearbooks

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

M. Maintenance Proposal

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

N. NK Summer Counselor Contract

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

O. The Bay Speech Play Contract

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

P. Laptop Quotes

J. Colly made a motion to Approve.
K. Kean seconded the motion.
The board **VOTED** to approve the motion.

V. Action Items

A. Prop 2 Facilities Grant

J. Colly made a motion to Table the item.
M. Sweet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Edington	Aye
M. Sweet	Aye
J. Colly	Aye
S. Leung	Absent
J. Hinton	Aye
K. Kean	Aye

B. Business Operations

M. Sweet made a motion to Approve the adoption of the budget.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

K. Kean	Aye
J. Colly	Aye
S. Leung	Absent
M. Sweet	Aye
J. Hinton	Aye
C. Edington	Aye

C. Proposed Changes to School Calendar

C. Edington made a motion to Approve.
M. Sweet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Hinton	Aye
K. Kean	Abstain
C. Edington	Aye
S. Leung	Absent
J. Colly	Aye
M. Sweet	Aye

VI. Closed Session

A. Public Comment on Closed Session Items

B. Recess to Closed Session

The board entered a closed session at 8:40 PM.

C. Report from Closed Session

The board reconvened from its closed session at 9:59 PM and provided reports. A vote was conducted regarding the restructuring of the organization, which was motioned by

President Colly and seconded by Director Edington. The motion received unanimous approval, and the vote passed successfully.

VII. 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 10:00 PM.

Respectfully Submitted,
J. Colly

B. NOTICES

Coversheet

AIMS Board Meeting Minutes: 7/10/25

Section: II. Approve Board Meeting Minutes
Item: B. AIMS Board Meeting Minutes: 7/10/25
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for AIMS Board Meeting on July 10, 2025

APPROVED

AIMS K-12 College Prep Charter District

Minutes

AIMS Board Meeting

Date and Time
Thursday July 10, 2025 at 6:00 PM

Location
171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
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Directors Present
C. Edington, J. Colly, J. Hinton, K. Kean, M. Sweet

Directors Absent
S. Leung

Guests Present
A. Hutchings

I. Opening Items

A. Call the Meeting to Order

J. Colly called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Thursday Jul 10, 2025 at 6:05 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

J. Colly made a motion to Adopt the agenda.
C. Edington seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Sweet	Aye
K. Kean	Aye
C. Edington	Aye
J. Hinton	Aye

Roll Call

S. Leung	Absent
J. Colly	Aye

C. Edington made a motion to Amend the agenda as follows: 1. In the first amendment under the closed session, update the agenda to reflect three legal matters instead of one. 2. In the second amendment, address the item from the last board meeting where a contract was removed from the consent agenda. This contract, related to Oakland Enrolls and is ending at the end of July, this needs to be brought back onto the agenda as an action item for voting.
M. Sweet seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Colly	Aye
J. Hinton	Aye
S. Leung	Absent
M. Sweet	Aye
K. Kean	Abstain
C. Edington	Aye

D. Public Comment on Agenda Items

E. Public Comment on Non-Agenda Items

II. Information (Non-Action) Items

A. President's Report

On June 11th, our Memorandum of Understanding (MOU) was officially approved by ACOE. Currently, we are focused on ensuring that all deadlines related to the epicenter and other key aspects of the MOU are being met. In addition, we are actively working on our organizational transition, which includes restructuring efforts. As part of this process, updated job descriptions will soon be presented as actionable items.

Thank you to everyone who took part in the interviews—staff, parents, and our director. Your efforts mean so much, and I deeply appreciate the time and dedication you all put into this process. It was done with such grace, and I'm truly grateful.
As we move forward with AIMs, I can't say I'm completely satisfied with every decision we've made along the way, but I'm glad we're progressing. This is our moment to come together, prepare, and ensure we're ready for the school year ahead. Let's focus on being here for our families and making this a strong start. Thank you again for everything.

B. Board Report

This is a report acknowledging the ongoing changes at AIMS and recognizing the efforts of those involved in navigating this transitional period. Acting as a liaison with the interim

executive directors, it's important to highlight that this is a time of significant adjustments. Over the past few weeks, several long-standing staff members have been released from their roles, which we understand is challenging and emotional for many. We extend our gratitude to all staff for their service as we reorganize to align with the goals of the MOU and LCAP.
Special recognition goes to interim directors Jimmy and Julia, who are managing these transitions despite limited information, keeping the organization moving forward. Their dedication and resilience deserve appreciation. Additionally, summer school is ongoing, teacher recruitment continues, and new staff positions are being filled. Tiffany has been instrumental in drafting job descriptions rapidly and overseeing staff transitions with professionalism and care.

Thank you to everyone for supporting the community and contributing to these efforts during this time of change.

C. Staff Reports

III. Action Items

A. 5/22 AIMS BOD Meeting Minutes

The board deliberates on resolving the issue of the missing minutes from the May 22 board meeting due to the absence of the board secretary.

B. Approve Mueller Investigations Contract

J. Colly made a motion to Approve.
C. Edington seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
J. Colly	Aye
C. Edington	Aye
S. Leung	Absent
J. Hinton	Aye
M. Sweet	Aye
K. Kean	Aye

C. ACOE MOU Update

Megan emphasized that her team is actively working on mapping out the implementation of all elements of the Memorandum of Understanding (MOU). This process includes aligning the Local Control Accountability Plan (LCAP) and the academic calendar with the MOU. Moving forward, board meetings will also be structured to align with the quarterly and monthly updates outlined in the agreement.

Currently, preparations are underway for the leadership retreat scheduled toward the end of the month, as well as the teacher induction program, which will take place at the end of July and into early August. Megan highlighted the significant efforts being made to align the leadership retreat and staff induction activities with the data cycles outlined in the MOU. These efforts aim to support teachers in developing data cycles focused on clear competencies for student success. Wes is expected to provide further details on this alignment during his upcoming presentation.

D. Data Framework Update

Vice President Kimi Kean stands in place of WES

Discussion Summary: Strategic Planning and Implementation Updates

Renewed Commitment to Strategic Planning
The organization is emphasizing the importance of recommitting to strategic planning and establishing systems for periodic progress monitoring through data cycles. This effort is supported by West, who is helping define and implement these practices throughout the year.

Progress Overview
Since June 1st:
- Goal Clarification and Plan Alignment: Focused on aligning organizational goals and plans.
- Performance Management Systems: Launched on August 1st to ensure all departments are on the same monitoring cycles, even if analyzing different data sets. The organization will operate on quarterly cycles, ensuring alignment with the board's objectives.

Foundational Work
Significant initial efforts have been dedicated to aligning baseline conditions across data, plans, and personnel. This restructuring aligns the Memorandum of Understanding (MOU) with the Local Control Accountability Plan (LCAP), which is further integrated into the AIMS WAY Plan being launched.

Leadership Retreat and AIMS WAY Institute
Upcoming leadership retreats and teacher institutes will focus on four key pillars:
1. Standards-Based Instruction
2. Targeted Assessment and Intervention
3. Safe and Supportive Environment
4. High-Performing Organization
These events aim to foster alignment across teams and provide opportunities for collaboration and preparation.

Implementation Framework
Every team will develop annual plans monitored through quarterly cycles, ensuring consistent progress toward organizational goals. This structured approach is expected to drive meaningful change and growth.

Key Dates and Anchors
The presentation outlined significant upcoming dates and foundational principles of the AIMS WAY Institute.

Third-Party Monitoring for MOU Compliance
A third-party investigator has been identified to monitor the MOU. Additionally, the organization is finalizing the selection of a third-party monitor to work between Ames and the County Office of Education. This monitor will oversee monthly progress and ensure compliance with MOU benchmarks.
- Scope of Work: Currently being defined collaboratively between Ames and the County Office.
- Cost: Not yet determined but will be incurred as part of MOU implementation.

Acknowledgments
Special appreciation was extended to the leadership team, directors, and co-interim executive directors for their collaborative efforts in developing and launching these plans.

Final Remarks
The board was invited to provide comments or ask questions regarding the updates, and additional clarity was provided on the ongoing process of selecting the third-party monitor.

E. Job Descriptions

C. Edington made a motion to Approve Subject to the salary variables budget approval and our production in compensation.
J. Colly seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Sweet	Aye
C. Edington	Aye
J. Colly	Aye
K. Kean	Aye
S. Leung	Absent
J. Hinton	Aye

F. Board Leadership- Nomination Committee

Jumoke and Kimi Discuss organizing a nominating committee as the board is discussing the addition of new board members.

G. Families in Action for Quality Education DBA Oakland Enrolls Agreement

J. Colly made a motion to Approve.
C. Edington seconded the motion.
Vice President Kimi Kean recuses herself from the vote

Note: This item was added with the agenda amendment
The board **VOTED** to approve the motion.

Roll Call	
J. Hinton	Aye
C. Edington	Aye
S. Leung	Absent
M. Sweet	Aye
J. Colly	Aye
K. Kean	Absent

IV. Closed Session

A. Public Comment on Closed Session Items

B. Recess to Closed Session

The Board recessed to closed session at 6:58 PM

C. Report from Closed Session

No reports. The board reconvened from closed session at 7:18 PM

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:22 PM.

Respectfully Submitted,
J. Colly

B. NOTICES

Coversheet

7/23/25

Section: II. Approve Board Meeting Minutes
Item: C. 7/23/25
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for AIMS Special Board Meeting on July 23, 2025

APPROVED

AIMS K-12 College Prep Charter District

Minutes

AIMS Special Board Meeting

Date and Time
Wednesday July 23, 2025 at 6:00 PM

Location
Members of the Board will be Joining from the listed addresses below:

President Jaime Colly: 4121 Laguna Avenue, Oakland, CA 94602

Director Steven Leung and Director Chris Edington: 2450 Washington Ave, Suite 100, San Leandro, CA 94577

Vice President Kimi Kean: 4153 Fruitvale Ave, Oakland, CA 94602

Director Megan Sweet: 3926 Edgemoor Place, Oakland, CA 94605

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us02web.zoom.us/j/6614266860?pwd=czIxWTUwZlZ5Zm41QkhsVXFMTDI3dz09
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Click on the link below to submit Public Comment:
Click To Submit Public Comment

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Directors Present
C. Edington (remote), J. Colly (remote), K. Kean (remote), M. Sweet (remote), S. Leung (remote)

Directors Absent
None

Directors who arrived after the meeting opened
S. Leung

Guests Present

A. Hutchings, J. Hinton (remote)

I. Opening Items

A. Call the Meeting to Order

J. Colly called a meeting of the board of directors of AIMS K-12 College Prep Charter District to order on Wednesday Jul 23, 2025 at 6:04 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

J. Colly made a motion to Adopt the agenda.
C. Edington seconded the motion.
The board **VOTED** to approve the motion.
S. Leung arrived at 6:06 PM.

D. Public Comment on Agenda Items

E. Public Comment on Non-Agenda Items

II. Closed Session

A. Public Comment on Closed Session Items

B. Recess to Closed Session

The board entered a closed session at 6:07 PM.

C. Report from Closed Session

The board returned from closed session at 6:28 PM, with no reportable action announced.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:29 PM.

Respectfully Submitted,
J. Colly

B. NOTICES

Coversheet

Executive Director Memo

Section: III. Information (Non-Action) Items
Item: C. Executive Director Memo
Purpose: FYI
Submitted by:
Related Material: Executive Director Memo for Board Meeting - 8-26-2025.pdf

Executive Director Memo for Board Meeting - 8-26-2025

Dear Board Colleagues,

It is a privilege to share my first update with you as Interim Executive Director. Having been in the role for less than a month, my priority has been to listen, learn, and gain as much information as possible about AIMS so that I can guide us with clarity and focus. Below is an overview of key areas of work since my arrival, all of which we will discuss in more detail at our upcoming meeting.

Compliance and MOU Deadlines

Our first urgent task was ensuring compliance with the ACOE Memorandum of Understanding. With the leadership of Julia Li and Jimmie Brown, and in close collaboration with ACOE, we successfully met the end-of-July and early August requirements. I will provide a fuller report at the meeting, but I want to underscore the extraordinary efforts made by the team to meet these requirements and maintain our standing with the county.

Leadership Institute (Four-Day Retreat)

Before the launch of the school year, we convened all AIMS leaders for a **four-day Leadership Institute Retreat** designed to align priorities, build trust, and set a strong foundation for collaboration:

- **Story of Self** – Reconnecting with our “why” as educators, naming what’s at stake with the MOU and LCAP, and examining the AIMS turnaround roadmap.
- **Story of Us** – Reviewing AIMS history, confronting challenges, and affirming our collective resilience.
- **Story of Now** – Building a culture of collaboration, brainstorming a vision and strategic priorities, strengthening safe and joyful learning environments, and deepening practices of equity and restorative approaches.
- **Looking Ahead** – Rebuilding trust through the Donohoo model of collective efficacy and committing to shared accountability.

This retreat was critical in setting a tone of urgency, candor, and collaboration for the work ahead.

AIMS Way Institute (Eight Days)

We also launched the **AIMS Way Institute**, an eight-day sequence of professional learning for all staff that centered our shared vision, pillars, and practices:

- **Aug 6** – *Our Vision for Students* (community building, guiding principles, and shared vision)
- **Aug 7** – *Our Goals, Our Pillars, Our Practices* (unpacking AIMS goals and the four pillars)
- **Aug 8** – *Pillar 3: Joyful Learning Environment* (external facilitator: safe and inclusive learning)
- **Aug 11** – *Joyful Learning Environment, Continued* (E.A.G.L.E.S. core values, PBIS, restorative practices)
- **Aug 12** – *Pillar 1: Rigorous, Standards-Based Instruction* (discourse, backwards planning, Google Classroom)
- **Aug 13** – *Pillar 2: Targeted Assessment & Differentiation* (formative vs summative, BOY data, differentiation)
- **Aug 14** – *Pillar 2, Continued* (external facilitator: GLAD strategies for English Learners; whole-staff photo)
- **Aug 15** – *Independent Site Work* (mandated trainings, office hours, classroom prep)

This extended institute created momentum, established common language, and provided tools for both instruction and culture. Feedback from staff was positive, highlighting the value of having time to build community, clarify expectations, and rehearse practices before students arrived.

Staffing and Enrollment

Filling vacancies has been a major effort across the organization. With strong support from our HR team under the leadership of our Director of Compliance, Tiffany Tung and hiring managers, many new staff have joined us, while others remain in onboarding processes. However, significant vacancies remain critical areas, and we are continuing our recruitment and hiring processes with urgency.

On enrollment, the task of completing rosters (ordinarily completed in spring) was carried out under immense time pressure by Julia Li, the HS Counseling team, and Mayra Contreras. Their extraordinary effort enabled us to open schools with functioning rosters and class schedules. Enrollment remains dynamic, but current numbers are:

SCHOOL	CURRENT	PROJECTED
AIPCS II (K-8	619	675
AIMS MS	162	200

AIMS HS	398	450

First Week of School – Realities and Wins

As expected, the opening week surfaced challenges with staffing, rosters, and scheduling. Yet, alongside these, we experienced meaningful victories:

- Improved **safety protocols** at arrival and dismissal on the 12th Street campus.
- A new **emergency preparedness committee** convened to strengthen readiness.
- Successful roll-out of the **E.A.G.L.E.S. values** and behavior expectations across campuses.
- A shared sense of **optimism and positive culture**, noted by many observers and participants.
- Improvements in functionality, cleanliness, and safety to our 12th St facilities

These wins reflect the dedication of our Heads of School (Mr. Winn and Mr. Ahmad), our Deans (Mr. Wooten and Ms. Nixon), Mr. Jimmie Brown, and our teachers, all of whom deserve recognition and celebration.

Budget and Organizational Effectiveness

Over the past several weeks, I have been working with our CBO, Katema Ballentine and her team along with the back-office partners at CSMC to clarify both our immediate financial close-out and the adjustments needed for the year ahead:

- **Closing Out the FY 2024–25 Budget**
  We have completed the process of closing out last year's (24–25) budget. This required carefully accounting for overspending in several areas and reconciling unanticipated expenditures to ensure we have a clear and accurate financial baseline moving forward.
- **Revising the FY 2025–26 Approved Budget**
  While the Board approved the 25–26 budget earlier in the summer, it became clear that revisions were necessary to reflect real programmatic and operational needs. Specifically, we incorporated:
    - **Programs**: Athletics, Expanded Learning Opportunities Program (ELOP)
    - **Curricular/Materials**: Social-Emotional Learning curriculum, uniforms

    - **Operations**: Additional supports and adjustments needed for smooth functioning of schools

  These revisions align the budget more closely with our MOU commitments, LCAP priorities, and the realities of launching the year successfully.

- **Strengthening Organizational Effectiveness**
  In the course of budget review, we also identified opportunities to strengthen how the organization functions. This includes proposed **org chart revisions** to clarify roles, reduce inefficiencies, and better align staff capacity with strategic priorities. These revisions will also support stronger accountability systems and improved service to schools and families.

Closing

In a short time, we have already taken great strides in building a culture of collaboration and laying the foundation for collective efficacy. Challenges remain, but the energy and commitment of our leadership, staff, and partners give me confidence that we are moving in the right direction. I look forward to discussing these updates with you in more detail and engaging in conversation about the important year ahead. See you Tuesday!

With appreciation and in partnership,

Marco Menendez
Interim Executive Director

Coversheet

Website Rebuild

Section: IV. Consent Calendar
Item: A. Website Rebuild
Purpose: Vote
Submitted by:
Related Material: Website Rebuild New Vendor Agreement.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Suzen Chu

Position/Title: Director

Department: Marketing and Communications

Item Details

Title of Item: District Website Rebuild New Vendor Agreement

Is this item a: ☑ New Submission

☐ Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and

☑ Superintendent

☐ Chief Business Officer (CBO) (If budget changes)

☐ Director of Compliance (If plan changes)

☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

This is the first time to be presented

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 08/31/2025

Financial Information (if applicable):

Total Cost: $ 6,999.00

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

LCAP 3.1.8

Proposal to Transition AIMS District Website to ParentSquare SmartSites

Submitted by: Suzen Chu, Director of Marketing & Communications
Date: August 19, 2025

Recommendation

Approve the adoption of **ParentSquare SmartSites** to replace the current Squarespace-hosted district website.

Rationale

- **Efficiency:** Updating Squarespace is time-consuming and requires design expertise the department no longer has. ParentSquare allows direct publishing of selected memos (e.g., lunch menus, committee agendas/minutes) to the website, reducing duplicate work.
- **Accessibility:** Parents who struggle with ParentSquare will still access essential communications through the website.
- **Education-Focused:** SmartSites is tailored for K–12 districts, providing clean navigation for multi-school systems.
- **Alternative Review:** WIX was tested but lacks the education focus and efficiency needed for an understaffed team.

Comparison

Feature	Squarespace	WIX	ParentSquare SmartSites
Ease of Updates	Bulky, time-intensive	User-friendly but not education-specific	Seamless, integrates with ParentSquare
Integration with ParentSquare	None	None	Direct publishing of memos & notices
Navigation	General templates	General templates	Built for districts with multiple schools
Staffing Needs	Requires design/web staff	Somewhat simplified, still labor-intensive	Minimal effort, auto-publishing saves staff time
Audience Fit	General business	Small business/personal use	K–12 schools, parent engagement

Financial Impact

- One-time onboarding & content migration: **$2,750**
- Annual subscription (per user): **$4,249**
- Total Year 1 Cost: **$6,999** (budgeted under LCAP 3.1.8)

Requested Action

Approve transition to **ParentSquare SmartSites** effective September 1, 2025, with contract term through November 30, 2026.

ParentSquare

AIMS K-12 Charter Network, CA - Smart Sites

Pricing Term Start Date: September 01, 2025 | **Pricing Term End Date:** November 30, 2026 | **Quote Create Date:** August 13, 2025 | **Reference:** 20250813-153740633

AIMS K-12 Charter Network, CA - Parent
171 12th Street
Oakland, CA 94607
United States

Suzen Chu
suzen.chu@aimsk12.org
+1 510-893-0345

Comments

Linn Sillers - Co-Founder | Sales Director Parentsquare, Inc.

Products and Services

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
Smart Sites Onboarding - Standard One Time Up Front Cost • Project Management • Site Launch Consultation	09/01/2025		1 Flat Rate	$2,000.00 After $1,000.00 discount	$2,000.00

• Template Configuration • Activation					
Smart Sites - Content Migration (100 pages) One Time Up Front Cost	09/01/2025		1 100 Pages	$750.00	$750.00
Smart Sites (Single-site) Annual	12/01/2025	12M	1214 Per User	$3.50	$4,249.00 annually

Totals

One Time Up Front Cost

Unit of Measurement	Unit Total	Total
Flat Rate	$2,000.00	$2,000.00
100 Pages	$750.00	$750.00
		$2,750.00

Annual

Unit of Measurement	Unit Total	Total
Per User	$3.50	$4,249.00
		$4,249.00

Signature

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

Suzen Chu
suzen.chu@aimsk12.org

{ sig|req|signer1 }

Kristin McCann
kristin.mccann@parentsquare.com

[sig|req|signer2]

Quote expires: August 31, 2025

Purchase Terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing as set forth in the ParentSquare School Agreement. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - https://www.parentsquare.com/privacy

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - https://www.parentsquare.com/terms

Questions? Contact Me

Linn Sillers
linn@parentsquare.com
+18054520109

See what milestones made this school year memorable with our **2024-2025 wrap (https://www.parentsquare.com/engage/2025-parentsquare-school-year-wrap/)**.

ParentSquare (http://www.parentsquare.com/)

Product
Resources
Company
Blog

Get a Demo (http://www.parentsquare.com/demo-signup)

Sign In (https://www.parentsquare.com/signin)

Service-Specific Terms for Smart Sites

Last Updated: February 10, 2025

School Agreement (http://www.parentsquare.com/agreement)

Terms of Use (http://www.parentsquare.com/terms)

Service-Specific Terms (http://www.parentsquare.com/terms/parentsquare-pay)

(http://www.parentsquare.com/terms/smart-sites)ParentSquare Pay (http://www.parentsquare.com/terms/parentsquare-pay) Smart Sites (http://www.parentsquare.com/terms/smart-sites)

Privacy Policy (http://www.parentsquare.com/privacy)

Trust Center (http://trust.parentsquare.com/)

These Service-Specific Terms for Smart Sites are incorporated by reference into the ParentSquare School Agreement (the "School Agreement") located at https://www.parentsquare.com/agreement/ (https://www.parentsquare.com/agreement/). Other Service-Specific Terms incorporated by reference into the School Agreement may also govern District's use of the Subscription Services. Capitalized terms not defined herein shall have the meanings given to such terms in the School Agreement.

1. Definitions

In addition to the terms defined in the body of the School Agreement and in the Order Form, the following terms have the following meanings:

"Smart Sites" means the website design tool offered by ParentSquare on a subscription basis.

"Website" means the website developed by District using Smart Sites.

2. Services

2.1 Website Design. Smart Sites gives District the ability to design a Website using a set of pre-designed elements.

2.2 Post-Publish Support. ParentSquare's obligations with respect to ongoing support of any Website shall be mutually agreed by the parties.

3. Ownership

As between the parties, (a) District retains all right, title and interest, including all related intellectual property rights, in and to District Data, including District's name, logo and brand features, and (b) ParentSquare retains all right, title and interest, including all related intellectual property rights, in and to Smart Sites and the Website, excluding any District Data included therein.

4. Domain Names

District is responsible to maintain ownership of its domain name(s), including any renewals. Upon District's request, ParentSquare will assist in the registration request.

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Privacy Policy (http://www.parentsquare.com/privacy/) | Legal Terms (https://www.parentsquare.com/agreement/) | Trust Center (https://trust.parentsquare.com/)

Coversheet

Contracts

Section:	IV. Consent Calendar
Item:	B. Contracts
Purpose:	Vote
Submitted by:	
Related Material:	Contracts - AIMS Board Submission.pdf Contracts - AIMS Board Submission-3.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): _____

Item Details

Title of Item: Extended Work Contracts - FY 24-25

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Contracts signed in the last month.

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [x] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Finance

If no: Explain why:
Will be presented at the Board Meeting in May 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY): _____

Financial Information (if applicable):

Total Cost: $ _____

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

FY 24-25 Employment Contracts

No Employment Contracts completed between 4/10/2025 and 5/14/2025.

Extended Work/Extra Duty/Stipends

UPC	Employee	Position Title	Pay Type	Pay Amount
ELOPT0011	ARIA, ANTHONY	ELOP Intervention Tutor	Hourly	$65/hr
ELOPT0005	WINSTON, RALAYAH	ELOP Intervention Tutor	Hourly	$65/hr
COMLIA0001	GOLDEN, MARYETTA	Intern Credential Coach (Coaching Rohit Krishnan)	Stipend	$1,000.00
DOS0003	RADFORD, LAVONNA	Acting Up - Head of Division	Stipend	$7,000.00
COACH0011	HUNT JR, AARON	MS Girl's Basketball Head Coach	Stipend	$3,000.00
ASTCOA0004	JACKSON, TYLER	HS Boy's Volleyball Assistant Coach	Stipend	$2,000.00
COACH0018	HARDY, MIKAL	HS Track and Field Head Coach*	Stipend	$3,000.00
COACH0017	SCOTT, CHRISTOPHER	HS Girl's Soccer Head Coach*	Stipend	$3,000.00

Effective Dates Through: *05/14/2025*

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY):

Item Details

Title of Item: Employment Contracts - FY 25-26

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Contracts signed in FY 25-26 requiring formal Board Approval.

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [x] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Finance

If no: Explain why:
Will be presented at the Board Meeting in August 2025

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

Extended Contracts/Extra Duty/Stipends

Employee	Position Title	Start Date	End Date	Pay Type	Pay Amount
LI, JULIA	Interim Executive Director	8/1/2025	8/31/2025	Stipend	$15,710.39
LI, JULIA	Interim Executive Director	7/1/2025	7/31/2025	Stipend	$15,710.39
BROWN, JIMMIE	Interim Executive Director	8/1/2025	8/31/2025	Stipend	$15,710.39
BROWN, JIMMIE	Interim Executive Director	7/1/2025	7/31/2025	Stipend	$15,710.39
KENNARD, NATASHA	Counselor	7/7/2025	7/25/2025	Hourly	$50.88/Hour
AHMAD, CHRISTOPHER	SCOE Coordinator	8/18/2025	6/19/2026	Stipend	$4,500.00

***Effective Dates** : 07/01/2025 - 08/19/2025*

FY 24-25 Employment Contracts

Employee Name	Position	FTE	Pay Type	25-26 Pay	Position Type	Processing Schedule	Hire Date
AHMAD, CHRISTOPHER	Head of School	1.00	Salary	$157,211.65	Classified	12 Month	07/01/2025
AHMAD, JULIENNE LAILA	Food Service Manager	1.00	Salary	$98,031.60	Classified	12 Month	07/01/2025
ALONSO LOERA, JORDY	High School Teacher	1.00	Salary	$65,665.00	Certificated	11 Month	08/01/2025
ANDREWS JR, LIONELL	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
ARIA, ANTHONY ARTHUR	Elementary Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
ARROWSMITH, TRACY	ELD Teacher	1.00	Salary	$73,581.00	Certificated	11 Month	08/01/2025
ASAKAWA, CHIKA	Physical Education Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
AUNG, THUNDER	Academic Counselor	1.00	Salary	$79,013.96	Certificated	12 Month	07/01/2025
BANIHASHEMI, ADRIA E	ELD Manager	1.00	Salary	$98,031.60	Classified	12 Month	07/01/2025
BARDELL, LEVELY	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/12/2025
BARDINE, CONNOR JAMES THOMAS	ELD Teacher	1.00	Salary	$67,308.00	Certificated	11 Month	08/01/2025
BAUTISTA, HERSHEY BAUTISTA	High School Teacher	1.00	Salary	$79,146.00	Certificated	11 Month	08/01/2025
BERNHARD-BECKMAN, NATHAN DA	ELOP Coordinator	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
BURRELL JR, JOHN D	Middle Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
CAMPBELL, EARL	Instructional Aide	1.00	Hourly	$29.59	Classified	11 Month	08/01/2025
CARROLL-BROWNE MFA, COLLEEN M	Teacher Assistant	1.00	Salary	$71,423.00	Classified	11 Month	08/01/2025
CHU, SUZEN	Director of Communications	1.00	Salary	$120,253.01	Classified	12 Month	07/01/2025
COLLY, JAMILAN CHRISTINA	Student Activities Coordinat	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
CONTRERAS, MAYRA ELISA	Analyst	1.00	Salary	$72,115.75	Classified	12 Month	07/01/2025
DE LUCA, PAMELA MARIE	Teacher Assistant	1.00	Salary	$59,142.93	Classified	11 Month	08/01/2025
EARBY, KAY	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
FAN, JERRY TSOWEI	High School Teacher	1.00	Salary	$68,303.00	Certificated	11 Month	08/13/2025
FLETCHER, JUSTIN RYAN	Instructional Aide	1.00	Hourly	$29.15	Classified	11 Month	08/01/2025
GARRETT, SUZANNE ELIZABETH	Credential Analyst	1.00	Salary	$97,129.46	Classified	12 Month	07/01/2025
GELL, JOSEPH JESUS	Middle Teacher	1.00	Salary	$64,694.00	Certificated	11 Month	08/01/2025
GIRGIS, ISSAM	High School Teacher	1.00	Salary	$94,629.00	Certificated	11 Month	08/01/2025
GLICK-SCROGGINS, DANIELLE	Coordinator, Public Affairs a	1.00	Salary	$72,115.75	Classified	12 Month	07/01/2025
GUAN, JIAXI	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/01/2025
HANNAH, SPENCER RANDAL	High School Teacher	1.00	Salary	$69,327.00	Certificated	11 Month	08/01/2025
HARDY, MIKAL TERRELL	Campus Supervisor	1.00	Hourly	$29.58	Classified	11 Month	08/01/2025
HEARD, DARIUS ALAN ROBERT	Benefits and Risk Manageme	1.00	Salary	$71,050.00	Classified	12 Month	07/01/2025
HER, ANGEL	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

HUANG, JIE CHENG	Coordinator, Business Servic	1.00	Salary	$78,854.48	Classified	12 Month	07/01/2025
HUNT Jr, AARON ELIOT	Middle Teacher	1.00	Salary	$64,694.00	Certificated	11 Month	08/01/2025
HUTCHINGS, AHSJANAE	Executive Assistant	1.00	Salary	$75,608.32	Classified	12 Month	07/01/2025
IBRAHEM, OSAMA	High School Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
JONES, ANDREA TARAZENA	Food Services Clerk	0.81	Hourly	$30.71	Classified	12 Month	07/01/2025
JONES, ELIZABETH	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
JORDAN, CHRISTINA	Director of Business Operati	1.00	Salary	$141,651.91	Classified	12 Month	07/01/2025
KABEER, JOSE	Coordinator, College Bound	1.00	Salary	$73,197.49	Certificated	12 Month	07/01/2025
KAHN, RACHAEL KAYLA	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
KENNARD, NATASHA M	Counselor	1.00	Salary	$83,429.45	Certificated	11 Month	08/01/2025
KHAN, HINNA	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
KOSKELA, NANCY MARIE	Food Services Clerk	1.00	Hourly	$30.71	Classified	12 Month	08/13/2025
KRISHNAN, ROHIT	High School Teacher	1.00	Salary	$73,182.00	Certificated	11 Month	08/01/2025
LEE, ALEXANDER	Coordinator, Technology	1.00	Salary	$74,295.45	Classified	12 Month	07/01/2025
LEE, ERIC S	Elementary Teacher	1.00	Salary	$72,494.00	Certificated	11 Month	08/01/2025
LOVEJOY, DAIJA YVONNE	High School Teacher	1.00	Salary	$70,367.00	Certificated	11 Month	08/01/2025
MA, ANDREW	Elementary Teacher	1.00	Salary	$63,738.00	Certificated	11 Month	08/01/2025
MA, KEVIN	Administrative Assistant	1.00	Salary	$63,807.29	Classified	12 Month	07/01/2025
MA, VINSON V	Administrative Assistant	1.00	Salary	$70,816.20	Classified	12 Month	07/01/2025
MENENDEZ, MARCO VICENTE	Executive Director	1.00	Salary	$220,000.00	Classified	12 Month	07/28/2025
MONETTE, KAYNA MARQUETTA	Elementary Teacher	1.00	Salary	$65,013.00	Certificated	11 Month	08/13/2025
NIXON, BRENDA	Dean of Students	1.00	Salary	$79,297.27	Certificated	12 Month	07/01/2025
OTEY, INMAN EDWARD	SPED Paraprofessional IA	1.00	Hourly	$29.59	Classified	11 Month	08/01/2025
PAYNE, VANESSA	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
PHU, BRANDON	Elementary Teacher	1.00	Salary	$69,342.00	Certificated	11 Month	08/01/2025
PIERCE, PEYTON	Program Compliance Analyst	1.00	Salary	$87,516.24	Classified	12 Month	07/01/2025
QUACH, JIMMY	Coordinator, Business Servic	1.00	Salary	$78,854.48	Classified	12 Month	07/01/2025
RODRIGUEZ, MARIA	Food Services Clerk	0.76	Hourly	$30.71	Classified	12 Month	07/01/2025
SACRAMENTO, MARIA LERISSA POBI	Elementary Teacher	1.00	Salary	$84,931.00	Certificated	11 Month	08/01/2025
SAECHAO, LAI	Academic Counselor	1.00	Salary	$81,402.16	Certificated	12 Month	07/01/2025
SALEB, JAKLEEN F	High School Teacher	1.00	Salary	$89,158.00	Certificated	11 Month	08/01/2025
SEO, TARA	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025
STEHLIK, MICHAEL FRANTISEK	Food Services Clerk	1.00	Hourly	$30.71	Classified	12 Month	08/11/2025
SZAJOWITZ, JONAS E	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

TECSON, BERYLLE T	High School Teacher	1.00	Salary	$67,308.00	Certificated	11 Month	08/01/2025
TORREGANO, KIMBERLY JO	Middle Teacher	1.00	Salary	$80,457.00	Certificated	11 Month	08/01/2025
VAZQUEZ, TONETTE	Clerk	1.00	Hourly	$20.04	Classified	11 Month	08/06/2025
WAGNER, ANDREW MATTHIAS	Teacher Assistant	1.00	Salary	$54,088.70	Classified	11 Month	08/01/2025
WHITE, WILLIAM EDWARD	Teacher Assistant	1.00	Salary	$53,289.36	Classified	11 Month	08/01/2025
WILLIAMS, ALEXANDRA FRANCESCA	High School Teacher	1.00	Salary	$72,100.00	Certificated	11 Month	08/01/2025
WINN, JONATHAN DAVID	Head of School	1.00	Salary	$125,000.00	Classified	12 Month	07/23/2025
WOODS, DEBORAH	Director Of Special Educatio	1.00	Salary	$154,888.33	Certificated	12 Month	07/01/2025
WOOTEN, MIKAEL A	Dean of Students	1.00	Salary	$76,970.83	Certificated	12 Month	07/01/2025
WORLEY, GABRIELLE J	Personnel Clerk	1.00	Hourly	$32.11	Classified	12 Month	07/01/2025
WU, FENGLIN	World Language Teacher	1.00	Salary	$96,048.00	Certificated	11 Month	08/01/2025
XU, JENNY HUI	Teacher Assistant	1.00	Salary	$54,900.03	Classified	11 Month	08/01/2025

***Effective Dates** : 07/01/2025 - 08/19/2025*

Coversheet

AIMS Staff Handbook 2025-2026

Section:	IV. Consent Calendar
Item:	C. AIMS Staff Handbook 2025-2026
Purpose:	Vote
Submitted by:	
Related Material:	Employee Handbook - Board Submission Cover Letter.pdf AIMS Staff Handbook 2025-2026.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): 8/19/25

Item Details

Title of Item: FY 25-26 Employee Handbook

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Revised for FY25-26

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Will be presented at the Board Meeting in August 2025.

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [ ] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other:

AIMS K-12 COLLEGE PREP CHARTER DISTRICT

AIMS K-12 COLLEGE PREP CHARTER DISTRICT
EMPLOYEE HANDBOOK 2025-2026

2025-2026 DRAFT

AIMS College Prep
K-8
AIPCS II (K-5)

171 12TH STREET,
OAKLAND, CA 94607
TEL: 510-893-8701
FAX: 510-893-0345
elementary@aimsk12.org

AIMS College Prep
Middle School

171 12TH STREET,
OAKLAND, CA 94607
TEL: 510-893-8701
FAX: 510-893-0345
middleschool@aimsk12.org

AIMS College Prep
High School

746 GRAND AVE
OAKLAND, CA 94610
TEL: 510-220-5044
FAX: 510-893-0345
highschool@aimsk12.org

WWW.AIMSK12.ORG

Table of Contents

1. Introduction....4
Important Message Regarding the AIMS Handbook....4
Foundational Beliefs....4
AIMS Mission Statement....4
AIMS Tenets....4
AIMS Framework....5
AIMS Credo....5
AIMS Values....5
Our Core Values....6
AIMSTRONG....7
2. About AIMS K-12 College Prep Charter District District....8
Organizational Structure....8
School Locations and Contact Information....9
School Calendar and Important Dates....9
3. Employee Relations and Resources....10
Employee Assistance Program (EAP)....10
Counseling and Support Services....10
Contact Information for HR Department....10
4. Employment Policies....11
Employment Classifications....11
At-will Employment....12
Hiring Process and Procedure....13
Personnel Files and Record-keeping Protocols....14
Information Protection Policy....14
5. Employee Conduct and Expectations....15
Code of Conduct....15
Job Duties....15
Staff Dress Code Policy....16
AIMS Facilities Use....16
Solicitation and Distribution....16
Employee Interactions with Students....17
Duty to Report Suspected Misconduct....19
Acceptable Use Policy for Technology....20
Use of AIMS Devices, Internet and Email Systems....23
Personal Property....23
Change of Contact Information....24
Social Media Policy....24

2025-2026 DRAFT

Standards of Conduct for Social Media..... 25
Social Media Account Policy for Student Clubs & Associations.....26
Equal Employment Opportunity..... 27
Employee Dispute Resolution Process.....28
Conflict of Interest..... 28
6. Compensation.....30
Employee Compensation.....30
Payment of Wages..... 31
Expense Reimbursements..... 31
Overtime..... 31
Travel Time Pay.....32
Workday and Workweek..... 33
Timekeeping and Attendance Policy.....33
Time & Accounting..... 34
Meal and Rest Periods.....35
Benefits Overview (Health, Dental, Vision, Retirement).....35
7. Benefits & Retirement.....36
Health Benefits.....36
Cash in Lieu of Medical Coverage.....36
Coverage Begins..... 37
Duration of Benefits..... 37
COBRA..... 37
Leaves of Absence (Effects on Benefits)..... 37
State Disability Insurance..... 38
Paid Family Leave.....38
Workers' Compensation Insurance And Leave.....39
Social Security, 403(B) And California Public Employees Retirement System.....39
8. Leave Policies..... 41
Staff Attendance Policy..... 41
Absence Reporting.....41
Types of Leave.....42
8.1. Maternity/Parental Leave..... 51
Pregnancy Disability Leave.....51
Maternity/Parental Leave.....52
Lactation Accommodations..... 53
8.2. Family and Medical Leave Act (FMLA).....54
Family and Medical Leave Policy.....54
9. Performance Management.....55
Performance Evaluations.....55

2025-2026 DRAFT

Goal-Setting and Performance Review Processes:....55
Criteria for Performance Evaluations....55
Opportunities for Professional Development....56
Procedures for Addressing Performance Issues....56
Employee Disciplinary Action: Causes for Suspension, Demotion, and Dismissal....56
Grievance Procedures....58
10. Workplace Safety and Health....59
Workplace Safety Policies....59
Emergency Procedures (Fire, Lockdown, Evacuation)....59
Health and Safety Policy....59
Student Safety and Liability....59
Incident/Accident Reporting Policy....60
Wellness Policy....60
11. Legal and Compliance....61
Unlawful Harassment and Discrimination....61
Unlawful Retaliation....62
Complaint Procedure - Discrimination, Harassment, Retaliation....62
Anti-violence Policy....63
Drug and Alcohol Abuse Policy....64
Prohibited Use....64
Searches....65
Violations....65
Child Abuse Reporting Policy....66
Child Abuse Mandated Reporting....67
Statement Acknowledging Requirement to Report Suspected Child Abuse....68
12. Acknowledgment of Receipt....69

2025-2026 DRAFT

1. Introduction

Important Message Regarding the AIMS Handbook

The purpose of this handbook is to inform AIMS employees of the official AIMS K-12 College Prep Charter District's policies and prepare them for our AIMS environment of excellence. AIMS K-12 College Prep Charter District reserves the right to adopt changes to its handbook at any given time as needed.

Although this Handbook is not intended to be an exclusive or comprehensive policies and procedures manual, we hope that it will serve as a useful reference document for employees throughout their employment at AIMS K-12 Charter District. This staff handbook is not intended to create any expectations of continued employment, or an employment contract, express or implied. In no way does the staff Handbook replace or modify any official plan documents (e.g., health insurance, retirement plan, employee contract etc.) or insurance/vendor contracts.

Employees must sign the acknowledgment form at the end of this Staff Handbook and return it to Human Resources. It is important that all employees read, understand, and follow the provisions of the Staff Handbook. If you need further information, or if you wish to discuss any policy in this Handbook, please feel free to contact your supervisor, Human Resources or the Executive Director.

Failure to comply with this handbook may result in disciplinary action, up to and including termination.

Foundational Beliefs

The purpose of this section is to familiarize the employee with the foundational beliefs of AIMS K-12 College Prep Charter District. Employees will be required to memorize these foundational beliefs.

AIMS Vision

Provide a rigorous educational foundation that provides all students, particularly those traditionally underserved, to excel academically and personally. We are committed to preparing our students for successful entry into and completion of four-year college programs. Through our dedicated approach, we strive to break barriers, foster ambition, and cultivate a new generation of scholars who will contribute meaningfully to society.

2025-2026

AIMS Mission Statement

Our mission at AIMS is to cultivate a community of diverse learners who achieve academic excellence. Our commitment to high expectations is attendance, academic achievement, and character development results in our students being prepared for lifelong success.

AIMS Tenets

1. Family
2. Accountability
3. High Expectations
4. Free Market Capitalism

AIMS Framework

High Expectations + High Support = Students' Success

AIMS Credo

The Family	We are a family at AIMS Schools.
The Goal	We are always working for academic and social excellence.
The Faith	We will prosper by focusing and working toward our goals.
The Journey	We will go forward, continue working, and remember we will always be a part of the AIMS K-12 College Prep Charter District family.

AIMS Values

At AIMS we value:

2025-2026 DRAFT

Excellence	Commitment to excellence in all that we do
Wisdom and Knowledge	Pursuit of wisdom and knowledge as intrinsically valuable
Empathy	Recognition of dignity and worth of every human being **Family and Community** - Building of family and community
Equity	Social awareness and justice that leads to action
Legacy	The continued preservation and development of AIMS methodologies for 21st century learners and educators.

Our Core Values

1. We are a family at AIMS K-12 College Prep Charter District.
2. When teachers, families and students follow and support the AIMS Model as written, children are guaranteed to be prepared for college.
3. We create an extended family with administration, teachers, staff, students, family, and selected community. Students, teachers and staff are expected to clean and take care of the school property. Parents and family are expected to be a positive and supportive presence.
4. Teachers spend two years with their students in grades 1-2 and three years with their students in grades 3-5 and grades 6-8, teaching all core academic subjects. This creates an environment of strong academics and a family culture.
5. Former AIMS school students enrolled in college may be paid to work with our current students.
6. The AIMS community supports and guides all our students by engaging in restorative practices and alternatives to traditional discipline. The AIMS community does not give up on our students.
7. All current and former students are encouraged to sign up on the alumni page on the AIMS website.

2025-2026 DRAFT

AIMSTRONG

A	**Academics**	Academics is the first word in AIMSTRONG and is the cornerstone to future success. Academics means developing and growing our scholarship, our grades, our inquiry, our brains.
I	**Integrity**	Being honest and possessing strong moral principles. Integrity means being true to our best selves consistently.
M	**Mentorship**	Providing guidance, influence, and direction to your AIMS community. Mentorship is serving our neighbors, community and families, especially with our strengths.
S	**Strength**	The influence or power possessed by you to combat the rigors of academics and real-life while resisting being moved or broken. Strength is both physical growth and the will power to complete the work we begin.
T	**Teamwork**	Is the combined action of each group member doing their part selflessly to benefit the whole. It is being part of a group that has an agreed-upon goal.
R	**Responsibility**	Moral, legal, or mental accountability and taking ownership for one's actions. Responsibility is when we own our real part of getting teamwork, family, and planning done.
O	**Organization**	Preparation and efficiency when coordinating and carrying out activities. Organization is both how we plan and what we do to get things done systematically.
N	**Nerve**	Displaying courage, power, control and steadiness under pressure. Nerve knows when to step out to make a change in a situation or plan.
G	**Grit**	To keep going to accomplish our plans, even when there are strong obstacles. Grit is best personified in our ability to be knocked down and to get back up again.

2025 2026 DRAFT

2. About AIMS K-12 College Prep Charter District District

AIMS K-12 College prep is celebrating more than 25 years of successfully educating the children of Oakland.

In 1996 Native American families looking to retain a cultural connection for their children founded AIPCS. AIPCS was Oakland's second public charter school. In 2006, AIPCS became the first public school in Oakland to win recognition as a National Blue Ribbon School. Later that year, AIPCS expanded to include American Indian Public High School (AIPHS), and in 2012, it expanded again to include American Indian Public Charter School II (AIPCS II) as a K-8 campus.

During the 2018-19 school year, the AIMS Board, in keeping with feedback from our community, changed the name of American Indian Model School to AIMS K-12 College Prep Charter District.

AIPCS II became AIMS Elementary K-8, AIPCS became AIMS Middle School, and AIPHS became AIMS High School.

Since 2015, AIMS Schools have repeatedly received National Honor Roll distinction, recognition as top Bay Area public schools for underserved students, Family In Action 100% A-G graduate rate completion for African-American students, Multiple sports championships, and the California Charter School Association Hart Vision Award, recognizing AIMS K-12 College Prep Charter District as the Northern California Charter school network of the year.

This year all of AIMS schools will be applying for Blue Ribbon Schools distinction. AIMS goal is to have a district that rivals the top American private schools.

In 2025 AIMS Board hired Executive Marco Mendez to lead and drive the AIMS organization.

Organizational Structure

AIMS Organizational Chart 2024-2025 TBD After Formal Board Approval

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2025-2026 DRAFT

School Locations and Contact Information

AIMS College Prep K-8 AIPCS II (K-5)

- Address: 171 12th St, Oakland, CA 94607
- Tel: 510-893-8701
- Fax: 510-893-0345
- Email: elementary@aimsk12.org
- Website: aimsk12.org/AIMS-ES

AIMS College Prep Middle School and AIPCS II 6-8

- Address: 171 12th St, Oakland, CA 94607
- Tel: 510-924-0407
- Fax: 510-924-0407
- Email: middleschool@aimsk12.org
- Website: aimsk12.org/AIMS-MS

AIMS College Prep High School

- Address: 746 Grand Ave, Oakland, CA 94607
- Tel: 510-220-5044
- Fax: 510-893-0345
- Email: highschool@aimsk12.org
- Website: aimsk12.org/aims-hs

School Calendar and Important Dates

calendar.aimsk12.org

2025-2026 DRAFT

3. Employee Relations and Resources

Employee Assistance Program (EAP)

AIMS K-12 College Prep Charter District offers an Employee Assistance Program (EAP) to all eligible employees following the plan's defined waiting period. The EAP provides confidential access to professional counseling services to help with personal concerns that may affect job performance.

Participation in the EAP is voluntary and will not affect opportunities for promotion or employment. Employees can contact the EAP directly. All information regarding contact, participation, or any recommended treatment is confidential and will not be shared with the School.

To initiate EAP services, employees should contact the EAP service provider, UNUM. For more information, refer to the Employee Assistance Program (EAP) resources.

EAP services are available at no charge to eligible participants. However, any costs for treatment or rehabilitation services referred outside of the EAP are the employee's responsibility if not fully covered by insurance.

Counseling and Support Services

If you have signed up for the FSA Benefit, they offer Professional Therapy done online. It is FSA eligible, so you can use your pre-tax FSA dollars to pay for it. You can get matched with a licensed therapist in as little as 48hrs.

FSA Store BetterHelp

Contact Information for HR Department

HRCompliance@aimsk12.org

2025-2026 DRAFT

4. Employment Policies

Employment Classifications

Upon hiring, all employees are classified as exempt or non-exempt, full-time or part-time, and regular or temporary. All employees are either exempt or nonexempt according to provisions of applicable wage and hour laws. These classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and AIMS.

Exempt Employees

Pursuant to the federal Fair Labor Standards Act and applicable state laws, exempt employees are those who exercise the requisite degree of discretion and independent judgment and perform certain administrative, professional, and/or executive duties. Exempt employees are not entitled to overtime pay.

All Certificated personnel and most other positions at AIMS are exempt employees.

Non-Exempt Employees

Pursuant to the Fair Labor Standards Act and applicable state laws, non-exempt employees are entitled to overtime pay. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. If this results in working more than 8 hours in one day or 40 hours in one-week, non-exempt employees will receive overtime compensation in accordance with state and federal law. Non-exempt employees are required to take meal and rest periods in the manner described in this Handbook.

Non-exempt employees are employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA). This means that non-exempt employees must be paid at least the federal minimum wage for all hours worked, and they must be paid 1.5 times their regular hourly rate for any hours worked over 40 in a workweek.

Some key characteristics of non-exempt employees:

- They are entitled to overtime pay for hours worked over 40 in a workweek.
- Their job duties and compensation level do not meet the criteria for one of the FLSA's exemptions (such as executive, administrative, professional, or computer employee exemptions).
- They are typically paid on an hourly basis, though some salaried employees may also be non-exempt.
- Common non-exempt jobs include retail sales, food service, clerical work, manual labor, and many others.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

2025-2026 DRAFT

Full-Time Employees

An employee who is regularly scheduled to work and regularly works at least 40 hours per week is considered a regular full-time employee.

Part-Time Employees

An employee who is regularly scheduled to work and regularly works fewer than 40 hours but more than 30 hours per week is considered a regular part-time employee with benefits. An employee who is regularly scheduled to work and regularly works fewer than 30 hours per week is considered a regular part-time employee WITHOUT benefits. A regular part-time employee WITHOUT benefits is not eligible to earn, accrue, or participate in any AIMS benefits program, except as otherwise required by law, such as Paid Sick Leave.

Temporary Employees

An employee who is hired for a particular project or job of limited or definite duration (short-term) is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any AIMS benefits program except as otherwise required by law. Independent contract employees are subject to board approval.

An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the department head or Executive Director.

Temporary Employees are subject to all payroll taxes and withholdings.

At-will Employment

All employment at AIMS is “at will.” This means that both the Employee and AIMS have the right to terminate the Employee’s employment at any time, with or without advanced notice, and with or without cause. The Employee also may be demoted or disciplined, and the terms of his or her employment may be altered at any time, with or without cause, and with or without advance notice, at the discretion of AIMS.

Subject to this Employment At-Will provision, the Employee shall be employed during the school year beginning no earlier than July 1 and concluding no later than June 30 (“School Year”). Pursuant to the Employee At-Will provision of this Handbook, either party has the right to terminate the Employee’s employment at any time, with or without advance notice, and with or without cause, effective before or after the expiration of the stated School Year. By signing the Handbook Acknowledgement, the Employee acknowledges and understands that he or she has entered into this employment relationship with AIMS voluntarily and acknowledges and understands that there is no specific length or agreed-upon period of employment.

2025-2026 DRAFT

Hiring Process and Procedure

Immigration Compliance

AIMS is committed to full compliance with federal and state immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he/she begins work.

Accordingly, all new hires must go through this procedure.

Fingerprint

All employees of AIMS are fingerprinted and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. The employee will bear the cost of DOJ background checks. No employee will be permitted to perform any of the duties of his/her position until this processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee from working with students and staff.

TB Clearance

All AIMS employees are required to obtain tuberculosis (TB) clearance before starting employment. This involves undergoing a TB test or screening as per state health regulations. Employees must provide documentation of their TB clearance to the school administration prior to commencing their role.

Credentialing

AIMS teachers are required to hold a current California Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. AIMS will work with universities to complete the credential program. Teachers should keep the administrator informed of their progress toward completing their credentials.

Personnel Files and Record-keeping Protocols

AIMS and its designated personnel shall maintain confidential personnel files for each employee. All information contained within personnel files, including payroll information, is strictly confidential. Any breach of this confidentiality by an employee may result in disciplinary action, up to and including termination.

Employees have the right to review certain documents in their personnel file as mandated by applicable law. Such reviews must be conducted in the presence of a School representative at a mutually convenient time.

2025-2026 DRAFT

To ensure the accuracy of personnel records and compliance with state and federal regulations, employees are required to promptly notify their supervisor of any changes to the following personal information:

- Name changes (e.g., due to marriage or legal change).
- Home address and telephone number.
- Emergency contact information, including names, home addresses, and telephone numbers.
- Withholding tax information, including marital status and number of dependents.
- Educational qualifications.
- Changes to the beneficiary designation for group life insurance.

Information Protection Policy

It is AIMS policy to protect sensitive and confidential information. Every school district employee must ensure the proper protection of information, either in paper or electronic form. Employees are not to take sensitive records home nor leave them lying unprotected in the open, such as on a desk, where they can be accessed.

Employees are not to convert sensitive information into an electronic format and send it unprotected through email or over the internet. Whenever requests for access to information are made, employees should check with the data owner (specified individuals who collect or use the information on behalf of AIMS). It is best to err on the side of protecting information.

All information relating to students, including names, addresses, contact numbers, and progress information, is confidential and may not be shared with unauthorized parties. All records concerning employees shall be kept strictly confidential and be maintained in separate files.

Please note: The release of unauthorized confidential information may result in immediate dismissal and the filing of criminal charges. When in doubt, check with the supervisor and Director of Schools.

2025-2026 DRAFT

5. Employee Conduct and Expectations

Code of Conduct

At AIMS, the commitment is to foster an environment of integrity, respect, and professionalism. All employees are expected to adhere to the following Code of Conduct:

- **Integrity and Honesty:** Employees must act with integrity and honesty in all professional interactions and duties.
- **Respect:** Employees are expected to treat all students, parents, colleagues, and community members with respect and dignity.
- **Professionalism:** Employees should maintain a professional demeanor at all times, including adherence to the staff dress code and punctuality.
- **Confidentiality:** Employees must protect the privacy and confidentiality of student and staff information.
- **Compliance:** Employees must follow all AIMS policies, procedures, and regulations, as well as relevant local, state, and federal laws.
- **Safety:** Employees are responsible for promoting a safe and inclusive environment for all students and staff.
- **Responsibility:** Employees should take responsibility for their actions and decisions, and seek guidance when needed.
- **Collaboration:** Employees are expected to work collaboratively with colleagues and contribute to a positive team environment.
- **Continuous Improvement:** Employees should pursue ongoing professional development and strive for excellence in all aspects of their roles.
- **Ethical Behavior:** Employees must avoid conflicts of interest and refrain from any behavior that could be perceived as unethical or unprofessional.

Adherence to this Code of Conduct is essential for maintaining the trust and confidence of the school community. Violations may result in disciplinary action, up to and including termination of employment.

Job Duties

Each employee will receive a job description outlining their responsibilities and the performance standards expected in the HRIS system. It should be noted that job responsibilities may be subject to change at any point during employment. Employees may occasionally be required to contribute to special projects or assist with tasks critical to AIMS operations. Cooperation and assistance in performing such additional duties are expected.

AIMS reserves the right, at its sole discretion and without prior notice, to transfer, demote, suspend, discipline, modify job responsibilities, and alter terms and conditions of employment.

2025-2026 DRAFT

Job descriptions can be found in AIMS All Staff Intranet.

Staff Dress Code Policy

AIMS employees are encouraged to dress in business casual attire and maintain a professional appearance while on campus. Clothing should be free of any offensive messages to uphold a respectful and professional work environment. Employees should also ensure their attire is safe for their work environment and duties.

If specific attire is needed for medical or religious reasons, employees must request an exception from their supervisor and may need to provide appropriate documentation.

For any clarifications, employees should consult their supervisor.

AIMS Facilities Use

AIMS facilities will be used primarily by AIMS students and staff. Any other use must be approved by the Executive Director or Director of Operations through the completion of an AIMS Facilities Use Form.

Solicitation and Distribution

AIMS feels very strongly that work time is for work. Therefore, in the interests of our students, there will be no solicitation of any kind by any employee during the working time of the employee soliciting or the employee being solicited. Solicitation is permitted only during non-working time, such as break times, meal periods, and before checking in for work or after checking out of work. In addition, the distribution of literature is prohibited during working hours and in working areas. Exceptions to this rule for charitable organizations or charitable purposes require the advance approval of the Head of School.

Non-employees are prohibited from solicitation and distribution for any purpose on AIMS premises at any time.

Employees are not to utilize AIMS facilities or return to the work site outside of regular working hours unless prior approval from the Head of School has been granted.

Employees may be on AIMS premises only when they are on duty, scheduled to work, or have

2025-2026 DRAFT

received advance approval from the Director of Schools.

Employee Interactions with Students

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

Acceptable and Unacceptable Staff/Student Behavior

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

Although this policy provides specific and clear direction, it is each staff member's responsibility to avoid situations that could raise suspicion among parents, students, colleagues, or school leaders. A practical standard to apply when unsure about the acceptability of certain conduct is to consider, "Would I be engaged in this conduct if my family or colleagues were present?"

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

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their responsibility to ensure that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

Corporal Punishment

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

For purposes of this policy, corporal punishment does not include an employee's use of force that is

2025-2026 DRAFT

reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property.

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

Examples of PERMITTED actions (NOT corporal punishment)

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

Examples of PROHIBITED actions (corporal punishment)

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

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Intentionally being alone with a student away from the school.
- Making or participating in sexually inappropriate comments.
- Sexual jokes.
- Seeking emotional involvement with a student for personal benefit.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission Cautionary Staff/Student Behaviors

These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practice or behavior. Staff members should inform their

2025-2026 DRAFT

supervisor of the circumstance and occurrence prior to or immediately after the occurrence

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

Acceptable and Recommended Staff/Student Behaviors

A. Obtaining parents' written consent for any after-school activity.
B. Formal approval is needed to take students off school property for activities such as field trips or competitions.
C. Ensuring that emails, texts, phone calls, and instant messages to students are professional and pertain to school activities or classes (communication should be limited to school technology).
D. Keeping the door open when alone with a student.
E. Maintaining a reasonable space between oneself and students.
F. Stopping and correcting students if they cross personal boundaries.
G. Keeping parents informed when a significant issue develops about a student.
H. Keeping after-class discussions with a student professional and brief.
I. Seeking advice from fellow staff or administrators if faced with a difficult situation related to boundaries.
J. Involving a supervisor if a conflict arises with a student.
K. Informing the Principal about situations that have the potential to become more severe.
L. Making detailed notes about an incident that could evolve into a more serious situation later.
M. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
N. Asking another staff member to be present if needing to be alone with a special needs student.
O. Asking another staff member to be present when needing to be alone with a student after regular school hours.
P. Giving students praise and recognition without touching them.
Q. Prioritizing professional conduct at all times.

Duty to Report Suspected Misconduct

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

2025-2026 DRAFT

Acceptable Use Policy for Technology

Overview

AIMS K-12 College Prep makes a variety of communications and information technologies available to employees. These technologies, when properly used, promote educational excellence in AIMS K-12 College Prep by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming AIMS K-12 College Prep, and its employees. AIMS K-12 College Prep firmly believes that digital resources, information, and interaction available through AIMS K-12 College Prep technology systems far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating AIMS K-12 College Prep employees and setting standards which will serve to protect AIMS K-12 College Prep and its employees.

Mandatory Review by Employee

To educate employees on proper technology use and conduct, employees are required to review these guidelines each school year. The employee is required to acknowledge receipt and understanding of the AIMS K-12 College Prep Employee Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual yearly process, which includes signing and submitting a Summary Signature Form at the beginning of each school year.

Definition of AIMS K-12 College Prep Technology Systems and Network

AIMS K-12 College Prep technology systems and networks are any configuration of hardware and software. The system includes, but is not limited to, the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or AIMS K-12 College Prep-server based); AIMS K-12 College Prep-provided Internet access including guest Wi-Fi; and new technologies as they become available.

Employee Use Expectations

AIMS K-12 College Prep information technology resources are provided for educational, instructional, communication, and business purposes. Employees are expected to use these resources responsibly and in accordance with the following guidelines. If there is any doubt about whether a contemplated activity is acceptable, employees should consult with their supervisor or administrator for clarification.

To maintain school technology privileges, employees must:

Respect and Protect Privacy:

1. Use only accounts assigned to them.
2. View or use passwords, data, drives, or networks only if authorized.

2025-2026 DRAFT

3. Never distribute private information about themselves or others.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all AIMS K-12 College Prep Internet filters and posted network security practices.
2. Reporting security risks or violations to a site tech or network administrator.
3. Not destroy or damage data, equipment, networks, or other resources that do not belong to them, without clear permission of the owner. This includes not hacking, uploading, downloading, or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services.
4. Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
5. Immediately notifying a member of the Information Technology department of computer or network malfunctions.

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work.

Respect the community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to an administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, or intimidating).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's standards for employee behavior.
6. Refraining from buying, selling, advertising, or otherwise conducting personal business.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively impact other staff members.

Employee Device Use Guidelines

1. Portable technology devices at AIMS K-12 College Prep will be defined to include, but not limited to, Chromebooks, Laptop Computers (Apple or PC), Tablet Computers (ie. iPads), and SmartPhones (iPhones, Androids, etc.).
2. Persons to whom portable technology devices are assigned shall be the sole users of the technology.
3. During the school year, portable technology devices must remain either on school premises every day the employee is in attendance or under the direct control of the employee.
4. All users will make their assigned portable technology available to the Technology Department or their authorized representatives for periodic maintenance and system upgrades.

2025-2026 DRAFT

5. Any and all changes in configuration, hardware and/or software, shall be made only by the Technology Department or their authorized representatives. No outside vendors or individuals are authorized to work on this equipment.
6. Users of AIMS K-12 College Prep portable technology will take all appropriate security measures. When unattended, devices shall be stored in a secure, locked location in the classroom/office, or, in the case of a traveling employee, secured in the employee's place of residence. Under no circumstances shall the device be stored overnight in an employee's car, whether in the trunk or otherwise.
7. All users are responsible for reporting damaged, lost, or stolen devices ASAP. Damage reports must be submitted to the Technology Department. Theft reports shall include a local Police Report or number. Evidence of damage, loss, or theft caused by negligence will be assessed on a case-by-case basis, but the employee must be aware that efforts to correct said damage may result in financial charges being assessed to the assigned user, up to and including the current replacement cost of the device.
8. All portable technology devices remain the property of AIMS K-12 College Prep. Upon the beginning of a long-term leave of absence, resignation, or termination, employees are required to return assigned devices to the Technology Department.

Consequences for Violation

Violations may result in disciplinary action, not limited to but up to termination. As required by law, some violations of law could also result in criminal prosecution by government authorities.

Employee Access to Computer/Network/Internet

Computer/Network/Internet access is provided to all employees for educational, instructional, communication, and business purposes. AIMS K-12 College Prep makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/tablet/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that employees may access material that may not be of educational value in the school setting.

Digital Learning Environments

Employees may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other AIMS K-12 College Prep-provided digital tools.

Supervision and Monitoring

The use of AIMS K-12 College Prep owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with AIMS K-12 College Prep policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any employee or other person, or to protect property. In other words, employees must understand that computer files and electronic communications are not private and may be accessed by AIMS K-12 College Prep for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. AIMS K-12 College Prep reserves the right to determine which uses

2025-2026 DRAFT

constitute acceptable use and to limit access to such uses. AIMS K-12 College Prep also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The AIMS K-12 College Prep makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. AIMS K-12 College Prep also denies any responsibility for the accuracy or quality of the information obtained through user access. AIMS K-12 College Prep denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of AIMS K-12 College Prep, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for AIMS K-12 College Prep to guarantee confidentiality of email sent and received over any computer network.

Use of AIMS Devices, Internet and Email Systems

The policy regarding the Use of AIMS Computers, Phones, Internet, Email systems, and other devices states that telephones in AIMS schools and offices are designated solely for official business purposes, with exceptions made for personal emergencies where conversations should be kept brief. Personal calls should be made on personal cell phones during lunch and break periods to avoid disruption to work activities. Employees are reminded that personal business, including handling personal mail, email, text messages, and phone calls, should be conducted outside of working hours. The AIMS email account is to be used exclusively for AIMS business.

AIMS emphasizes that its electronic communication systems, including devices such as computers, telephones, email accounts, video conferencing, voice mail, facsimiles, internal and external networks, PDAs, tablets, and AIMS-issued cell phones, are the property of AIMS. All communications and information transmitted, received, or stored using these systems are considered AIMS records. Consequently, AIMS reserves the right to monitor employees' use of these electronic communication systems, including social media activities. Monitoring may occur randomly, periodically, or when there is suspicion of policy violations.

Employees should understand that their use of AIMS' email, internet, and computer systems does not guarantee privacy, as AIMS maintains the right to access and review these communications and records as necessary.

Personal Property

It is the employee's responsibility to ensure that their electronic devices, handbag, wallet, and other personal property are kept locked in a safe place while at work. The school is not responsible for

2025-2026 DRAFT

damage to or theft of private property unless the school has been negligent. We recommend that employees not bring expensive items to school that may be stolen, such as iPads, mobile phones, and jewelry. The school does not accept responsibility for these items and is therefore not obliged to pay compensation for lost or stolen items.

Change of Contact Information

Promptly report any change of home address or telephone number by completing a name and address card with the current information and submitting it to the Paycom system.

Social Media Policy

AIMS has developed a social media policy to regulate employees and students' use of social media platforms. This policy applies in situations where individuals:

- Make posts related to AIMS on social media platforms
- Engage in social media activities during working hours
- Utilize AIMS equipment or resources for personal social media activities
- Use AIMS email address to post on an unapproved social media account
- Post in a manner that discloses their affiliation with AIMS

"Social media" in this context refers to websites and electronic applications used for connecting with others, including platforms like Facebook, Twitter, Instagram, Snapchat, Pinterest, LinkedIn, YouTube, blogs, wikis, and other user-generated media or web-based discussion forums. Access to social media may occur through various electronic devices such as computers, cell phones, smartphones, tablets, and similar tools.

This policy is designed to complement existing AIMS policies, rules, and standards of conduct. It does not supersede other school policies on confidentiality, use of AIMS equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, or any other conduct rules outlined in the Handbook. Compliance with all AIMS policies is mandatory whenever social media activities involve or potentially involve AIMS.

2025-2026 DRAFT

Standards of Conduct for Social Media

Employees and students of AIMS must adhere to the following rules and guidelines when engaging in social media activities governed by this policy:

- **No private fraternization with students**: Employees are prohibited from following, "friending," instant messaging or otherwise communicating with students using their private social media accounts. Employees also shall not email or text students using personal devices.
- **Compliance with all applicable laws:** Do not post any content or participate in activities on social media that may violate local, state, or federal laws.
- **Non-discriminatory and respectful behavior:** Avoid engaging in discriminatory, harassing, or retaliatory behavior that contravenes AIMS policy.
- **Respect for intellectual property:** Adhere to copyright laws and fair use principles. Properly attribute all borrowed or copyrighted material with appropriate citations or links.
- **Restrictions on student social media use:** Students are prohibited from engaging in social media activities during school hours. Use of AIMS email addresses for personal social media registration is also prohibited.
- **Courteous and fair communication:** Maintain a professional demeanor towards AIMS employees, students, parents, and representatives. Refrain from posting content that could be interpreted as malicious, obscene, threatening, or intimidating, or that could constitute harassment or bullying. Violations may result in disciplinary action, including expulsion or dismissal, with potential civil liability for parents.
- **Accuracy and honesty in postings:** Ensure all information shared on social media platforms is accurate. Promptly correct any mistakes. Avoid spreading false information or rumors about AIMS, its employees, students, parents, or representatives. Violations may lead to disciplinary measures, including expulsion or dismissal, with potential civil liability for parents.
- **Personal Opinions and Representation:** Staff members should express personal opinions only and must not present themselves as spokespersons for AIMS unless explicitly authorized. When discussing topics related to AIMS, it is essential to clearly indicate that the views expressed are personal and do not represent those of AIMS, its employees, students, parents, or representatives. A disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of AIMS," should be used.
- **Seeking clarification:** If unsure whether a social media activity may implicate AIMS or violate this policy, contact the site administrator for guidance.
- **Exercise of judgment:** Recognize the evolving nature of social media and exercise good judgment. Seek clarification or authorization before engaging in activities that may implicate this policy.
- **Spokesperson authority:** The Executive Director or designated spokesperson is the sole authorized representative for AIMS. Any media statements concerning AIMS must receive prior written approval from the Executive Director.

2025-2026 DRAFT

Social Media Account Policy for Student Clubs & Associations

As AIMS student clubs and associations develop their online presence, the school has established the following policy regarding the appropriate use of social media accounts:

- **Compliance and Scope:** Students must adhere to these rules and guidelines as governed by this policy, in addition to local, state, or federal laws and regulations. Social media accounts encompass websites, Facebook, Instagram, TikTok, Snapchat, YouTube, Twitter, and any other public sharing platforms.
- **Account Management:** Official AIMS student club and association social media accounts must be created and managed using a general AIMS email account format (e.g., hs.sga@student.aimsk12.org). Personal AIMS or non-AIMS email accounts are prohibited. These accounts must remain accessible to site administrators and the club advisor.
- **Content Approval:** All content must receive prior approval from the club advisor or site administrators before posting. Students must obtain signed media release forms from individuals featured in content and submit them to the club advisor or site administrators before posting.
- **Account Usage:** Official AIMS social media accounts cannot be used for personal purposes such as following unrelated accounts or engaging with personal content. They may only follow official accounts that align with the school's reputation, such as government agencies, universities, other schools, sports teams, news anchors, and non-profit organizations.
- **Interaction and Engagement:** Students should not accept random followers unrelated to the school or official accounts. Personal engagement like liking, sharing, commenting, or direct messaging on personal matters is prohibited.
- **Age Restrictions:** Students under the age of 13 are prohibited from managing social media accounts, in accordance with the Children's Online Privacy Protection Act (COPPA).
- **Management Responsibility:** Elementary and Middle School club social media accounts must be managed solely by club advisors, although students are encouraged to contribute content. High School students may participate in account management.
- **Compliance and Standards:** All social media posts must align with legal requirements, AIMS standards, guidelines, and reflect common sense, as they represent the organization and are subject to legal regulations.

Community Standards

- **Non-Discriminatory Behavior:** Employees and students must refrain from engaging in discriminatory, retaliatory, or harassing behavior, which contravenes AIMS policy.

2025-2026 DRAFT

- **Content Standards:** Posting content perceived as bullying, malicious, obscene, threatening, disparaging, or intimidating, as outlined in AIMS guidelines, is strictly prohibited.
- **Copyright Compliance:** Respect copyright regulations by providing proper citations or links for all sourced materials in postings.
- **Accuracy and Integrity:** Ensure all content is fair, accurate, and honest. Promptly correct any mistakes. Avoid posting unsubstantiated ideas or rumors.
- **Spokesperson Clarification:** Only the Executive Director serves as the official spokesperson for AIMS. When posting, it is advisable to express personal opinions and include a disclaimer such as "the postings on this site are my own and do not necessarily reflect the views of AIMS."
- **Seeking Guidance:** For queries regarding how a club or association's social media account may impact AIMS or potentially violate this policy, individuals should contact their site administrator.
- **Policy Adaptation:** Given the rapid evolution of social media and online content, there may be unforeseen events or issues not covered by this policy. All AIMS employees and students are responsible for exercising good judgment, obtaining approval, and seeking clarification before posting content.

Equal Employment Opportunity

AIMS K-12 College Prep Charter District is committed to equal employment opportunity and prohibits unlawful discrimination in all aspects of employment practices. Employment decisions, including hiring, firing, promotion, demotion, training, and compensation, are based solely on merit and the individual's qualifications relative to the job under consideration.

Non-Discrimination Policy:

AIMS prohibits discrimination based on the following protected characteristics: race, religious creed (including religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other characteristic protected by federal, state, or local laws, ordinances, or regulations.

Commitment to Compliance:

AIMS is dedicated to complying with all applicable laws providing equal employment opportunities. This commitment extends to all individuals involved in AIMS operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

Reasonable Accommodation:

2025-2026 DRAFT

To ensure equal opportunities for qualified individuals with disabilities, AIMS will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee, unless such accommodations would impose undue hardship on AIMS. Applicants or employees requiring accommodations to perform essential job functions should contact hrcompliance@aimsk12.org to request accommodations, specifying the necessary adjustments.

AIMS will assess the situation, engage in an interactive process with the individual, and provide a timely response to accommodation requests.

Employee Dispute Resolution Process

AIMS offers dispute resolution procedures to provide employees who have a complaint concerning conditions of employment with an internal and external avenue for resolution depending on the severity of the complaint. AIMS has partnered a third party investigator for the FY25-26 school for complaints related to AIPCS II K-8th to meet requirements within the FY-25.26 MOU for AIPCS II specifically. The concern or complaint will be heard by the Head of Schools and escalated to HR for review depending on severity of complaint. . He or she, or any designee, will be accessible and ready to hear suggestions and complaints. The school cannot act on any problem unless it is aware of it, so complaints must be put in writing as soon as possible. The Head of Schools will provide a written response within five (5) business days, accompanied by HR if needed. If the response is not satisfactory to the complainant, then the complaint may be submitted in writing to the Board and will be placed on the agenda for the next regular Board meeting.

Conflict of Interest

The purpose of this Conflict of Interest Policy is to protect the integrity and reputation of AIMS by ensuring that all employees, officers, and board members act in the best interest of the school at all times and avoid conflicts of interest that may arise in the course of their duties.

1. **Disclosure of Conflicts:**
    - All employees, officers, and board members have a duty to disclose any actual or potential conflicts of interest that may compromise their ability to act impartially in the best interests of AIMS.
    - Conflicts of interest may arise when an individual's personal, financial, or professional interests conflict with the interests of AIMS.

2. **Prohibited Actions:**
    - No employee, officer, or board member shall use their position at AIMS or any information obtained through their position for personal gain or for the benefit of any outside entity or individual with whom they have a personal, financial, or familial relationship.

2025-2026 DRAFT

- No employee, officer, or board member shall engage in any activity that creates an actual or perceived conflict of interest, including but not limited to transactions, contracts, or arrangements involving AIMS where they or their family members have a financial interest.

3. **Disclosure Process:**
   - Upon identifying a potential conflict of interest, the individual must promptly disclose the conflict in writing to their supervisor, the Head of School, the Executive Director, or the Board of Directors.
   - The disclosure should include a description of the conflict, the nature of the conflicting interest, and any relevant facts.

4. **Review and Resolution:**
   - TheHead of School, the Executive Director or the Board of Directors will review each disclosure to determine the significance of the conflict and any necessary actions to resolve or mitigate the conflict.
   - Potential resolutions may include recusal from decision-making, divestment of conflicting interests, or other appropriate measures to ensure that decisions are made in the best interest of AIMS.

5. **Confidentiality and Compliance:**
   - All disclosures and deliberations regarding conflicts of interest shall be handled confidentially to the extent possible.
   - Employees, officers, and board members are expected to comply fully with the decisions and resolutions made by the Head of School, the Executive Director or the Board of Directors regarding conflicts of interest.

This Conflict of Interest Policy underscores AIMS' commitment to transparency, integrity, and accountability in all organizational activities. By adhering to this policy, employees, officers, and board members contribute to maintaining public trust and confidence in the mission and operations of AIMS.

2025-2026 DRAFT

6. Compensation

Employee Compensation

All employees are paid according to their placement on the AIMS salary scale. Employees with concerns regarding their compensation should contact the Human Resources Department at employee.contracts@aimsk12.org.

Salary Schedule Placement Guidelines

Certificated (Teacher) Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - **Primary and Secondary School Teaching Experience:** Maximum of 10 years of prior *full-time teaching experience accepted, pending verification AIMS Compliance Office must receive completed VOE within 60 days of start date in order to maintain salary schedule placement
  - **College/University Teaching Experience:** Eligibility will be assessed on a case-by-case basis to determine if the individual's higher education teaching experience can be considered equivalent to grade school teaching experience.
- **Stipend**
  - Additional $1,000 annual Master's stipend pending Official Master's Degree Conferral Transcripts
  - Additional $2,000 annual Doctorate stipend pending Official Master's Degree Conferral Transcripts
  - Note: Master's and Doctorate stipends are built into the salary schedule.

Certificated Administrative Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - Maximum of 10 years of prior *full-time administrative experience accepted, pending verification
  - AIMS Compliance Office must receive completed VOE within 60 days of the start date in order to maintain salary schedule placement

- **Stipend**
  - Additional $1,000 annual Master's stipend pending Official Master's Degree Conferral Transcripts
  - Additional $2,000 annual Doctorate stipend pending Official Master's Degree Conferral Transcripts
  - Additional $500 annual Admin. Services Credential stipend pending official verification

* Full Time = Teacher or Administrator of record for 75% of the school year or more. Any combination of part-time or substitute experience does not count as one year of full-time experience.

2025-2026 DRAFT

Classified/Management Salary Schedule Placement Guidelines:

- **Verification of Work Experience (VOE)**
  - Maximum of 10 years of prior **full-time work experience in a similar role accepted, pending verification (VOE)
  - AIMS Compliance Office must receive completed VOE within 60 days of the start date in order to maintain salary schedule placement

** Full Time = 30-40 hours per week and having worked/completed a minimum of 75% of the year. Any combination of part-time experience does not count as one year of full-time experience.

Payment of Wages

Employees are paid semi-monthly (twice per month). If a payday falls on a weekend or holiday, employees will be paid on the preceding workday. Employees are required to report any overpayment of wages to the Payroll Office within 10 business days after the relevant pay date. Any discrepancies or shortages in the calculation or payment of wages/time worked should be reported to the Payroll Office (payroll@aimsk12.org) within 10 business days after the relevant pay date.

Expense Reimbursements

Employees shall be reimbursed for approved out-of-pocket expenditures for materials and supplies. A request listing all expected expenditures must be approved by the employee's Supervisor in writing before any expenditure is made. All expenses claimed must be recorded on a reimbursement form, must contain the written pre-approval by the Supervisor and must include all original receipts related to the reimbursement. If permission for the expenditure is not requested and approved before the purchase, reimbursement is not guaranteed.

If approved, the reimbursement is then entered into the internal organization PO System and will undergo Leadership approval before being paid.

Check Reimbursement Form

Mileage Reimbursement Form

Reimbursements Process and Instructions

Overtime

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws.

Unless exempt, employees covered by the Fair Labor Standards Act must receive overtime pay for

2025-2026 DRAFT

hours worked over 40 in a workweek at a rate not less than time and one-half their regular rates of pay.

For purposes of overtime calculations for non-exempt employees, the School's workweek begins on Monday and ends the following Sunday. The workday begins at midnight and ends the following day at 11:59 p.m. Employees will be informed when they are required to work overtime hours.

Travel Time Pay

AIMS is committed to ensuring fair compensation for non-exempt employees required to travel as part of their job duties. The following guidelines outline how travel time is compensated:

1. **Travel from Regular Workplace to Another Site:**
   If an employee reports to their regular workplace and is then required to travel to another site for work, the travel time to the assigned site will be compensated.

2. **Direct Reporting to Another Site:**
   If an employee is required to report directly to a site other than their regular workplace without first going to the regular site, the school will compensate for travel time exceeding the employee's normal commute time to the regular site.

3. **Travel to Distant Workplaces:**
   When travel to a distant workplace is necessary, employees will receive compensation for travel time in addition to the time worked at the distant location. These travel hours are considered "hours worked" for calculating overtime.

4. **Out-of-Town Business Events:**
   Under state law, if an employer requires an employee to attend an out-of-town business meeting, training session, or any other event, the employer must compensate for the employee's travel time. The rate of pay for travel time depends o the compensation agreement:

   - If the employee is paid a fixed hourly rate, travel time must be compensated at that rate or, if applicable, the required overtime rate.
   - Employers may establish a separate rate of pay for travel before the work is performed for hourly employees, provided it does not fall below the statutory minimum wage.
   - Non-exempt salaried employees must be paid at the appropriate overtime rate for any hours worked in excess of 8 in a day or 40 in a week, calculated by converting the weekly salary to an hourly rate (Labor Code Section 515).

AIMS is dedicated to ensuring non-exempt employees are fairly compensated for travel time required in the course of their duties, adhering to legal standards and organizational policies. Commuting travel between the home address and to/from the workplace is not reimbursed.

2025-2026 DRAFT

Workday and Workweek

Employees' work schedules shall be in accordance with the current school year calendar (calendar.aimsk12.org) and each employee's employment agreement.

For purposes of calculating overtime, AIMS' standard work week begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 a.m. (midnight). The standard workday is 12:01 a.m. to 12:00 a.m. (midnight) each day.

Timekeeping and Attendance Policy

Accurate timekeeping is essential to ensure proper compensation and compliance with labor laws. The following policies must be strictly adhered to by all employees:

1. **Accurate Time Reporting:**
   All employees are required to record their working hours accurately in the Paycom system. Recording inaccurate time, whether underreporting or overstating hours worked, is a serious violation of AIMS policy. Employees are also strictly prohibited from reporting time that is not approved by the Board.
2. **Prohibition of Unauthorized Timekeeping:**
   Employees are strictly prohibited from recording time on another employee's timesheet or allowing another employee to record time on their own timesheet. Such actions are considered falsification and will result in disciplinary action, up to and including immediate termination.
3. **No Off-the-Clock Work:**
   Employees are strictly prohibited from working "off the clock." All time worked must be accurately recorded on the timesheet. Failing to record all time worked is a violation of AIMS policy and may lead to disciplinary measures.
4. **Consequences of Falsification:**
   Any form of timecard falsification, whether by inaccurate recording or unauthorized timekeeping, will result in severe disciplinary action, up to and including termination.

Adherence to these policies ensures the integrity of our timekeeping processes and helps maintain a fair and compliant workplace.

2025-2026 DRAFT

Time & Accounting

Time Tracking:

- **Accurate Time Reporting:** AIMS employees working on projects funded by federal grants or contracts must accurately track their time spent on these activities. Time and effort reporting is required to document the distribution of an employee's time across different funding sources. Hiring managers will ensure staff that are funded through federal grants are aware of time and effort reporting along with duty statements that align with work.
- **System for Time Recording:** AIMS has a system in place to accurately record and certify the time spent by employees on federally-funded projects.

Allowable Costs:

- **Cost Principles:** Costs charged to federal awards must be allowable, reasonable, and allocable under the applicable cost principles based on federal and state requirements.
- **Policies and Procedures:** AIMS has Standard Operating Procedures (SOP) and board policies to ensure that costs are properly classified and allocated to the appropriate federal award.
- **Unallowable Costs:** Certain costs, such as entertainment expenses or alcohol, cannot be charged to federal funds.

Documentation and Record Keeping:

- **Detailed Records:** AIMS maintains detailed records and documentation to support all costs charged to federal awards. This includes timesheets, Personnel Activity Reports (PARS), Semi-Annual Reporting, invoices, receipts, and other supporting documentation through our purchase order system.
- **SOP Addition:** Keisha, please add the SOP for time and accounting. Suzen, please note to add this to the appendix.

Audits and Compliance:

- **Audit Requirements:** Federal awards are subject to audits, such as those required by the Single Audit Act, to ensure compliance with applicable laws, regulations, and the terms of the award.
- **Internal Controls:** AIMS has internal controls and procedures in place to ensure compliance with federal requirements.
- **Consequences of Non-Compliance:** Failure to comply with federal requirements can result in disallowed costs, penalties, or even the loss of future federal funding.

It is crucial for AIMS, as a recipient of federal funds, to have all employees adhere to these requirements to maintain a robust system for time and accounting management and ensure compliance with federal regulations.

2025-2026 DRAFT

Meal and Rest Periods

AIMS requires all non-exempt employees to adhere to the following policies regarding meal and rest periods:

Meal Periods: Non-exempt employees must take an uninterrupted meal period of at least 30 minutes each day they work more than 5 hours. The meal period must commence before completing the fifth hour of work. For example, if the workday begins at 8:30 a.m., the meal period must be taken before 1:30 p.m. Employees must record the actual times they start and stop work for each meal period. For shifts exceeding 10 hours, employees must also take a 30-minute meal period before completing the tenth hour of work. Meal periods are unpaid.

Rest Periods: Non-exempt employees are authorized and encouraged to take a 10-minute rest period every 4 hours worked, or a major fraction thereof, totaling two rest periods within an 8-hour workday. The first rest period should be taken approximately midway through the first 4-hour work period before lunch, and the second should occur around the midpoint of the second 4-hour work period after lunch. Rest periods are paid, and employees are not required to record their durations.

Compliance and Notification: During meal and rest periods, employees are excused from all duties and may not perform any work. Combining meal or rest periods to extend breaks or skipping required breaks to alter work schedules is prohibited. In rare circumstances where an employee cannot take a meal or rest period, they must notify their supervisor in advance whenever possible, or as soon as possible. Failure to comply with these policies may result in disciplinary action, up to and including termination.

This policy ensures that employees receive necessary breaks during their workday while adhering to legal and organizational standards.

Benefits Overview (Health, Dental, Vision, Retirement)

All Employees working the appropriate hours are eligible for emotional counseling, medical, vision, and dental benefits. Please contact the AIMS Business Office for further information.

For detailed information, please refer to Benefits & Retirement Section

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2025-2026 DRAFT

7. Benefits & Retirement

All Employees working the appropriate hours are eligible for emotional counseling, medical, vision, and dental benefits. Please contact HRcompliance@aimsk12.org.

Health Benefits

AIMS K-12 College Prep Charter provides access to health, life insurance, dental, and vision benefits for full-time employees and part-time employees who work 30 hours or more per week. The cost of employee benefits will be deducted from payroll, if applicable.

Open Enrollment:
Open enrollment begins on December 1st and ends on December 15th each year. During this period, current employees may enroll in benefits or make changes to existing plans. Changes outside of this period are generally not permitted.

Employee Assistance Program (EAP):
AIMS K-12 College Prep Charter offers an Employee Assistance Program (EAP) to all eligible employees and their family members/dependents after the plan's defined waiting period. Further information about the EAP can be found on the Intranet.

Voluntary Benefits:
AIMS also offers several voluntary benefits, such as Aflac STD, Voluntary Life, and Flexible Spending Accounts (FSA), which employees pay for through payroll deductions. The cost of employee-selected plans will be clear during open enrollment. Changes to voluntary benefits can only be made during open enrollment, so employees are encouraged to confirm the affordability of optional coverages before finalizing their selections.

For questions and enrollment assistance, please contact EmployeeSupport@aimsk12.org.

Cash in Lieu of Medical Coverage

An employee who is eligible for Health and Welfare (H & W) Benefits through AIMS, but is otherwise provided basic group medical coverage, may opt to receive a cash payment of $1,000 annually, paid twice a year at $500 per semester. Payment will be prorated based on the date of hire.

To qualify for this option, the employee must:

1. Enroll in the program and submit an application through the HRIS.
2. Provide proof of alternative insurance coverage within fifteen (15) days of the first date of employment.

The cash payment shall be in lieu of medical coverage provided by AIMS and will only be initiated following the employee's certification of alternative coverage.

2025-2026 DRAFT

Coverage Begins

New employees must enroll in medical, dental, and vision plans within fifteen (15) days of their first date of employment. Insurance coverage will commence on the first day of the month following the receipt of the completed health benefits application.

AIMS will provide new employees with an explanation of these plans in sufficient time to meet the 15-day enrollment deadline.

Duration of Benefits

11-month employees who remain in paid status and have signed their contract for the following school year will continue to receive coverage through the end of July, with no interruption in benefits.

COBRA

Should an employee's employment be terminated (voluntarily/involuntarily), the employee's benefits shall continue through the last day of the month. The employee shall then be entitled to continued coverage under the medical, dental & vision plans in accordance with federal law.

Leaves of Absence (Effects on Benefits)

Dental & vision benefits continue as part of the compensation for the employee on a paid or unpaid leave of absence. Employees on an authorized paid or unpaid leave of absence may continue their medical coverage through an option of self-paying for their benefits premium.

Benefits will automatically continue for the month in which the leave begins. An employee wishing not to continue with benefits during their leave must notify the AIMS Business Office immediately.

2025-2026 DRAFT

An employee returning from an unpaid leave of absence and would like to re-enroll in benefits must contact the AIMS Business Office upon their return to request re-enrollment in benefits.

State Disability Insurance

AIMS participates in the State of California's State Disability Insurance ("SDI") program as required by the California Unemployment Insurance Code. Contributions to SDI are deducted from employees' payrolls. SDI benefits are available in situations where an employee is unable to work due to illness or injury unrelated to their employment with AIMS, or when temporary workers' compensation benefits are less than the daily disability benefit amount.

Paid Family Leave

Under California law, eligible employees can participate in the Paid Family Leave (PFL) program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides partial wage replacement for up to eight weeks within a 12-month period for the following reasons:

- To bond with a new child (by birth, adoption, or foster care placement)
- To care for a seriously ill family member (including child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner)
- To address a qualifying exigency related to the covered active duty or call to active duty of a spouse, domestic partner, child, or parent in the U.S. Armed Forces

The 12-month period begins on the day a claim is submitted. Note that the PFL program does not provide job protection or reinstatement rights.

Before receiving benefits under the PFL program, AIMS requires employees to use up to two weeks of accrued but unused vacation time.

Benefits are administered through the California Employment Development Department (EDD). To apply for PFL benefits, contact the EDD directly. For information on eligibility or to obtain a claim form, visit the EDD website. Medical and other documentation may be required.

Unemployment Compensation

AIMS contributes significantly to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

2025.26 DRAFT

Workers' Compensation Insurance And Leave

At no cost to employees, AIMS provides protection under its workers' compensation insurance policy while they are employed by AIMS. This policy covers employees in case of occupational injury or illness.

The workers' compensation benefits provided to injured employees may include:

- Medical care
- Cash benefits, tax-free, to replace lost wages
- Vocational rehabilitation to assist qualified injured employees in returning to suitable employment

To ensure that employees receive all workers' compensation benefits to which they may be entitled, they must:

- Immediately report any work-related injury to the Site Administrator
- Seek medical treatment and follow-up care if required
- Complete a written Employee's Claim form and return it to the Site Administrator
- Provide the school with medical certification from their health care provider regarding the need for workers' compensation disability leave and their ability to return to work from the leave

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from workers' compensation leave, the employee will be reinstated to his or her same position held at the time the leave began or to an equivalent position if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. If the employee's same position is not available upon the employee's return to work, an employee's returning to work will depend on job openings existing at the time of his or her scheduled return.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. The law requires that AIM Schools notify its workers' compensation carrier of any concerns of false or fraudulent claims.

Social Security, 403(B) And California Public Employees Retirement System

Social Security is an important part of every employee's retirement benefit. Employees are required to pay into Social Security, and AIMS pays a matching contribution to each employee's Social Security taxes. Employees who have participated in STRS elsewhere do not lose credits previously

2025-2026 DRAFT

earned but will not earn added service credit while at AIMS.

AIMS' only retirement option for certificated teachers is the 403(b). AIMS makes a matching contribution to all enrolled certificated teachers' 403(b) contributions equal to 3% of the employee's contribution. The AIMS matching contribution is paid each payroll, relevant to the employee's contribution on that payroll.

In addition, all 200-021-24.

2025-2026 DRAFT

8. Leave Policies

Staff Attendance Policy

The following outlines the approved reasons for absences for eleven (11) month employees. Twelve (12) month employees may include vacation time to this list.

- **Illness or Medical Appointment:** During school hours.
- **Jury Duty**
- **Funeral Services:** Immediate family members (one day within California, up to three days outside California). Immediate family includes the employee's mother, father, grandmother, grandfather, grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, or any relative living in the employee's household.
- **Bereavement Leave:** Up to five days following the death of the employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Requires at least 30 days of employment before leave.
- **Illness or Medical Appointment:** Child of the employee, with a doctor's note required.
- **Personal Absences:** For justifiable reasons approved in writing by the Director of Schools or a designated representative.
-
- **Precinct Board Service**
- **Family Time:** With an active-duty member of the uniformed services during deployment or return from a combat zone or combat support position.
- **Naturalization Ceremony Attendance:** To become a United States citizen.
- **Family/Medical Leave:** As per state and federal law.

All other absences are considered "unexcused," except for 12-month employees utilizing earned vacation time or those placed on administrative leave. Unexcused absences may result in pay deductions and disciplinary actions, including dismissal.

Absence Reporting

Employees are required to adhere to the following guidelines for reporting absences:

All Absences: Must be entered into Paycom as soon as feasible to allow Supervisor approval.

General Absences: Employees must notify their supervisor and/or designated designee(s) as early as possible before the start of the workday or promptly thereafter, depending on the circumstances. Notification to a co-worker, secretary, or receptionist is insufficient unless specifically designated by the supervisor.

Medical Absences: For absences exceeding three (3) working days due to medical reasons, employees must provide a doctor's statement upon return. This statement should certify the medical basis for the absence and confirm the employee's fitness to resume work.

2025-2026 DRAFT

Planned Absence Procedure:

- Employees must request time off through the Paycom system.
- Await approval from the supervisor via Paycom.
- Notification regarding the approval status will be received from Paycom.
- If the request is denied, employees should contact their supervisor for further instructions.

Unplanned Absence Procedure:

- Employees should notify their supervisor at least 2 hours before the scheduled start time, if possible.
- Submit the absence request through Paycom.
- Await approval notification through Paycom.
- If the absence request is not approved, employees should contact their supervisor promptly.

Adhering to these procedures ensures efficient handling of absences and maintains clear communication between employees and supervisors.

Types of Leave

Vacation and Personal Leave

Vacation time is granted to employees as defined in the current year's school calendar (holidays and school breaks) and in each employee's employment agreement.

Classified Employees:

- **Accrual of Personal/Vacation Time:** In addition to the paid school holidays listed on the school calendar, classified employees (non-teaching staff) will accrue paid personal/vacation time per month beginning immediately upon hire, as defined in their employment agreement. There is a cap on personal/vacation day accrual.
- **Maximum Accrual:** Once the classified employee's personal/vacation time reaches the maximum stated in his or her employment agreement, further accrual is suspended until the employee reduces the balance below this limit. No personal/vacation time will be earned during the period in which the classified employee's personal/vacation time was at the maximum.
- **Carry Over and Payout:** Accrued but unused personal/vacation time will carry over from year to year, subject to the maximum accrual limit. Accrued but unused personal/vacation time will be paid out upon termination.
- **Usage:** Classified employees may use personal/vacation time beginning on the 30th day of employment. Personal/vacation time may be taken in minimum increments of two hours. Employees must provide their supervisor with reasonable advance notification, by entering the requested Time Off in Paycom as well as alerting their Supervisor by email, of the need to use personal/vacation days, if foreseeable. Requests for personal/vacation time may be denied based on the needs of the Charter School or if adequate notice is not provided by the employee.

2025-26 DRAFT

Qualified Full-Time 12-Month Contract Employees:

- **Accrual of Vacation Time:** For qualified full-time 12-month contract employees, vacation time accrues each month in the amount equaling the hours of one working day, as per the classification of their position. Accrual begins immediately upon hire, as defined in the employment agreement.
- **Maximum Accrual:** There is a cap of 192 accrued vacation hours. Once the qualified employee's vacation accrual reaches the cap, further accrual is suspended until the employee reduces the balance below this limit. No vacation time will be earned during the period in which the qualified employee's vacation time remains at the maximum.
- **Carry Over and Payout:** Accrued but unused vacation time will carry over from year to year, subject to the cap. Accrued but unused vacation time will be paid out upon termination. An employee qualified to accrue and use vacation may use the time beginning on the 30th day of employment.

Paid Sick Leave (PSL)

In satisfaction of the California Healthy Workplaces, Healthy Families Act, employees will be allotted PSL beginning immediately upon the effective date of employment as specifically provided in each employee's employment agreement. For employees with no employment agreement, PSL will be granted according to law.

PSL days are accrued monthly from date of hire at the amount equaling the hours of one working day as per the classification of their position. Employees must take unpaid time off for days out sick if there is no accrued sick time available. Sick time or Unpaid Time off is to be logged into Paycom within 24 hours of being absent.Employees may use PSL beginning on the 30th day after the effective date of employment. Employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee's family member. Employees may also use PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law.

Up to 72 hours of accrued PSL may be carried over from year to year. Accrued but unused PSL in excess of 72 hours may not be carried over from year to year and will not be paid out upon termination.

PSL may be taken in minimum increments of two hours. Employees must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the Employee must provide notice as soon as practicable.

2025-2026 DRAFT

Unpaid Leave Of Absence (Medical)

To comply with its duty to accommodate employees with qualifying disabilities, AIMS provides leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability. This leave must be certified in writing by the employee's healthcare provider and submitted to your manager or direct supervisor. The request for leave must be made in the HRIS system for approval and accompanied by the supporting documentation.

Approved absences that are less than two weeks are not treated as medical leaves of absence but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement.

Benefit accruals, such as vacation, paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, AIMS does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

Discretionary Unpaid Leave Of Absence (Non-Medical)

AIMS may grant a discretionary leave of absence to employees in certain unusual circumstances. It is important for employees to request any leave in writing as far in advance as possible, to maintain communication with their supervisor during the leave, and to provide prompt notice if there is any change in the return date. If an employee’s leave expires and there has been no contact with the supervisor or AIMS, it will be assumed that the employee does not plan to return and that they have voluntarily terminated their employment. Employees do not continue to accrue vacation, paid sick leave, or holiday benefits while on unpaid discretionary leaves of absence. Unless otherwise required by law, AIMS does not continue to pay premiums for health insurance coverage for employees on discretionary unpaid leaves of absence. However, if eligible, employees may self-pay the premiums under the provisions of COBRA.

Military Leave

All employees who leave AIMS for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided that an application for reinstatement is made within 90 days

2025-2026 DRAFT

of discharge or as otherwise provided by law.

Employees may use accrued vacation time during military leave. Time spent on military leave counts towards determining "length of service." However, employees will not accrue vacation or paid sick leave, nor receive holiday pay, during military leave.

Jury Duty/Witness Duty

All employees who receive a notice of jury or witness duty must notify their supervisor as soon as possible so that arrangements can be made to cover the absence. Employees must provide a copy of the official jury or witness duty notice to their manager and submit a form from the court for the day or days in attendance to their supervisor.

Employees must report for work whenever the court schedule permits. Either AIMS or the employee may request an excuse from jury or witness duty if, in AIMS' judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury or witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation during jury or witness duty leave. In the event that the employee must serve as a witness within the course and scope of his or her employment with AIMS, AIMS will provide time off with pay.

An employer cannot make deductions for absences of an exempt employee due to jury duty, serving as a witness, or military leave. The employer may offset any amount received by an exempt employee as jury fees, witness fees, or temporary military pay for a particular week against the salary due for that particular week.

Time Off For Voting

AIMS encourages its employees to fulfill their civic responsibilities by participating in elections. Because polls are open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours and have not requested an absentee ballot, then AIMS will grant up to two hours of paid time off to vote.

Employees must request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

2025-2026 DRAFT

Emergency Duty/Training Leave

In California, employees shall not be disciplined for taking time off to perform emergency duty or training as volunteer firefighters, reserve peace officers, or emergency rescue personnel. Employees participating in this type of emergency duty or training should inform their supervisor so that the supervisor is aware of the need for unpaid time off. Whenever possible, employees should notify their supervisor before taking time off for emergency duty or training. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. Employees may choose to use accrued vacation time to receive compensation for this time off, but it is not mandatory.

If employees believe they have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, they should contact their supervisor or another appropriate manager.

Suspended Employee/Child Leave

California law requires employers to provide time off for parents required to visit a child's school when the child has served a period of suspension from school. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off. Employees may use accrued vacation while attending a child's school under these circumstances. If not, suspended employee/child leave will be unpaid.

Leave For Crime Victims And Their Family Members

If an employee is the victim of a violent felony or serious felony, as defined by the California Penal Code, or if the employee is an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, stepparent, or the child of a registered domestic partner) of such a victim, they are entitled to take leave to attend judicial proceedings related to the crime.

The employee must provide written notification to their supervisor for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid. Employees may choose to use accrued vacation time if they wish to receive compensation for this time off, but it is not required.

2025-2026 DRAFT

Military Spouse Leave

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

Eligible employees should submit a written request for leave to their supervisor within two business days of receiving official notice that their spouse or registered domestic partner will be on leave from deployment. Employees are also required to provide written documentation certifying that their spouse or registered domestic partner will be on leave from deployment.

Non-exempt employees must use accrued vacation time to receive compensation for this leave. If no vacation time is available, the leave may be taken without pay. Exempt employees are required to charge any absence of four or more hours under this policy to their vacation bank, if applicable. Otherwise, exempt employees will be compensated to the extent required by applicable law.

School And Daycare Leave

If an employee is the parent or guardian of a child who is in school up to grade 12 or who attends a licensed daycare facility, they are eligible for up to 40 hours of unpaid leave per year to participate in school or daycare activities. Employees may take no more than eight hours off in any one calendar month for this purpose.

Employees should schedule this time off with their supervisor in advance. They may be asked to provide documentation from the school or daycare facility confirming participation in the activity on the specific date and at the specific time of the leave. This time off is unpaid. Employees may choose to use accrued vacation time if they wish to receive compensation for this leave, but it is not required.

Leave For Domestic Violence, Sexual Assault, And Stalking Victims

Employees who are victims of domestic violence, sexual assault, or stalking may take unpaid time off to ensure their health, safety, or welfare, or that of their child. This leave may be used for the following reasons:

- To obtain a temporary or permanent restraining order or other court assistance;
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;

2025-2026 DRAFT

- To obtain services from a shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- To obtain psychological counseling related to experiences of domestic violence, sexual assault, or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees should notify their supervisor in advance if possible when taking time off for these reasons. If the absence is unscheduled, employees may be asked to provide documentation, such as a police report, court order, or other evidence of court appearance, or documentation from a counselor or domestic violence advocate. Although this leave is unpaid, employees may use accrued vacation or paid sick leave, as appropriate, to receive compensation for this time off.

Additionally, employees may take unpaid time off to recover from domestic violence, sexual assault, or stalking in accordance with AIMS' family and medical leave policy.

AIMS does not tolerate any acts of discrimination, harassment, or retaliation against employees who are victims of domestic violence, sexual assault, or stalking. Employees who believe they have been subjected to such acts should contact their supervisor. If the complaint involves the supervisor, employees should contact ombudsman@aimsk12.org.

AIMS will maintain the confidentiality of requests for time off due to domestic violence, sexual assault, or stalking to the extent possible and as allowed by law. Requests can be made to ombudsman@aimsk12.org.

Adult Literacy Leave

In accordance with California law, AIMS will make reasonable accommodations for eligible employees who wish to enroll in an adult literacy education program, as long as such accommodations do not impose an undue hardship on AIMS.

While AIMS does not provide paid time off for participation in adult literacy education, employees may use accrued vacation time if they wish to receive compensation for this leave. If accrued vacation time is not available, employees may take the time off without pay.

Alcohol And Drug Rehabilitation Leave

In compliance with California law, AIMS will make reasonable accommodations for eligible employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation

2025-2026 DRAFT

program, provided that such accommodations do not impose an undue hardship on AIMS.

AIMS does not provide paid time off for participation in alcohol or drug rehabilitation programs. Employees may use accrued vacation time if they wish to receive compensation for this leave. If accrued vacation time is not available, employees may take the time off without pay.

This policy does not affect AIMS' right to discipline employees, up to and including termination, for violations of AIMS' Drug and Alcohol Abuse Policy.

Bereavement Leave

AIMS provides eligible employees with up to five days of bereavement leave in accordance with the California Fair Employment and Housing Act.

Eligibility requires that employees have been employed for at least 30 days before taking bereavement leave. In the event of a death in the immediate family, regular AIMS employees are entitled to up to three (3) workdays of paid bereavement leave upon request. Employees may use up to five days of bereavement leave consecutively or intermittently, but the leave must be completed within three months of the date of death.

To request bereavement leave, employees should submit a request through the Paycom system and send it to their supervisor for approval. Proof of death (such as an obituary notice, funeral notice, death certificate, or other evidence) must be provided. If out-of-state travel is required, proof of travel must also be submitted.

For the purposes of this policy:

- **Family member** includes a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
- **Child** refers to a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom the employee stands in loco parentis.
- **Parent** includes a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or another person who stood in loco parentis to the employee when they were a child.
- **Sibling** is a person related by blood, adoption, or affinity through a common legal or biological parent.

Bereavement leave does not accumulate from year to year.

Civil Air Patrol Leave

Pursuant to California law, AIMS will provide unpaid leave to employees who are volunteer members of the California Wing of the Civil Air Patrol and who have been duly directed and

2025-2026 DRAFT

authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Employees must be employed for at least 90 days immediately preceding the commencement of leave in order to be eligible.

Employees are required to give AIMS as much notice as possible of the intended dates upon which the leave would begin and end. AIMS will restore the employee to the position he or she held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation.

Leave For Bone Marrow And Organ Donors

Pursuant to California law, AIMS will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person; the AIMS will also provide up to 30 business days of paid leave within a one-year period to an employee who donates an organ to another person. The AIMS requires that bone marrow donors use up to five days of available accrued sick or vacation time during the course of the leave. Organ donors must use up to ten days of available accrued paid sick leave or vacation time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide the AIMS with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, the AIMS will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give the AIMS as much notice as possible of the intended dates upon which the leave would begin and end.

2025-2026 DRAFT

8.1. Maternity/Parental Leave

Pregnancy Disability Leave

AIMS provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A request for Pregnancy Disability Leave and the healthcare provider's statement must be submitted and approved by the supervisor through Paycom, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to AIMS. Employees returning from pregnancy disability leave must submit a healthcare provider's verification of their fitness one week before returning to work.

AIMS will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a healthcare provider. When an employee's healthcare provider finds it medically advisable for an employee to take intermittent leave or leave on a reduced work schedule, and such leave is foreseeable based on planned medical treatment because of pregnancy, AIMS may require the employee to transfer temporarily to an available alternative position. This alternative position will have an equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Part-time employee leave hours are based on the average hours worked per week. For example, an employee who works 30 hours per week will have a total of 360 hours of Pregnancy Disability Leave (PDL). Employees will be required to use any accrued paid sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any accrued vacation time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and AIMS may mutually agree to supplement such benefit payments with available vacation and/or paid sick leave.

Benefit accruals, such as vacation, paid sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide AIMS with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position unless the job ceases to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in

2025-2026 DRAFT

another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact EmployeeSupport@aimsk12.org.

Maternity/Parental Leave

AIMS K-12 College Prep Charter School values the importance of family and aims to provide a supportive environment for both new parents and their growing families. The following outlines our maternity and parental leave policies to support employees during pregnancy, childbirth, adoption, and bonding with a new child.

Parental Leave: Employees are eligible for up to 12 weeks of leave within one year of their child's birth, adoption, or foster care placement. This leave is designed to help parents bond with their children and provide proper care.

Bonding Leave: In addition to pregnancy disability leave, all biological or adoptive parents are eligible for 12 weeks of unpaid bonding leave within the first year of a child's birth or placement. Employees may choose to use accrued paid time off, such as vacation, concurrently with bonding leave. Bonding leave must be completed within one year of the child's birth or placement.

Paid Paternity Leave/ Paid Family Leave: This program offers wage replacement, allowing employees to receive 60% to 70% of their wages while taking up to eight weeks off to care for an ill family member, bond with their new child, or participate in a qualifying event related to a family member's military deployment.

Return to Work: Employees returning from pregnancy disability and bonding leave will be reinstated to their original or an equivalent position, if available. Return to work is contingent upon the receipt of a fitness-for-duty certification from a healthcare provider if the leave was due to the employee's medical condition.

Coordination with FMLA and CFRA: Leave taken for pregnancy disability, childbirth, or bonding will count toward the 12 or 26 weeks allowed by the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). The school will coordinate and designate any eligible leave under these laws concurrently with leave under our pregnancy disability and bonding policies.

For any questions regarding pregnancy disability leave, please contact EmployeeSupport@aimsk12.org.

2025-2026 DRAFT

Lactation Accommodations

AIMS K12 College Prep Charter School is committed to supporting working mothers who are lactating. The School will provide a reasonable amount of break time to accommodate employees who need to express breast milk. Whenever possible, this break time should be taken during the employee's rest or meal breaks. For non-exempt employees, any additional breaks taken to express milk may be unpaid.

The School will provide a private space for milk expression. Employees requiring such accommodation should contact their supervisor as soon as possible to make the necessary arrangements. Discrimination against employees who choose to express breast milk in the workplace is strictly prohibited.

2025-2026 DRAFT

8.2. Family and Medical Leave Act (FMLA)

Family and Medical Leave Policy

Eligibility: Employees may request a family and medical leave of absence under the following conditions. Eligible employees must have completed at least 12 months of employment with AIMS (not necessarily consecutive) and have worked a minimum of 1250 hours during the 12 months immediately preceding the leave request. Eligibility also requires employment at a worksite where AIMS employs 50 or more employees within a 75-mile radius.

Request Procedures: Employees are required to submit requests for planned family and medical leave at least 30 days in advance whenever possible. For unforeseeable circumstances, employees must request leave as soon as practicable. All leave requests must be officially submitted through the Paycom system, upload supporting documentation and approved before commencement. Failure to obtain approval will result in non-payment of wages for the period of absence. Employees should plan accordingly and consider the use of accrued sick and vacation time during the leave period.

Qualifying Reasons for Leave: Family and medical leave may be taken for the following reasons:

- Birth of an employee's child or placement of a child for foster care or adoption within 12 months of the event.
- Care of the employee's spouse, child, parent, or registered domestic partner with a serious health condition.
- Employee's own serious health condition.
- Care of a covered military member with a serious injury or illness.
- Qualifying exigencies related to the military deployment of the employee's family member.

Definition of Serious Health Condition: A serious health condition includes conditions requiring inpatient care or continuing treatment under the supervision of a healthcare provider.

Duration of Leave: Eligible employees may take up to 12 work weeks of family and medical leave during a rolling 12-month period. Military caregiver leave may extend up to 26 work weeks during a single 12-month period.

Benefits Continuation: During family and medical leave, group health benefits will continue as if the employee were actively employed. Employees are responsible for continuing to pay their share of applicable premiums during the leave period.

Return to Work: Employees returning from family and medical leave will generally be reinstated to their original or an equivalent position. Failure to return to work on the first scheduled workday following the approved leave may result in separation from employment. Certain "key" employees may not be eligible for reinstatement, and such employees will receive written notice from AIMS.

Additional Information: For more information or to initiate a family and medical leave request, employees should contact EmployeeSupport@aimsk12.org.

2025-2026 DRAFT

9. Performance Management

Performance Evaluations

At regular intervals, employees will receive a written evaluation of their work performance from their immediate supervisor. These reviews aim to identify strengths, recognize areas for improvement and skill development, encourage growth, and develop strategies within a supportive team. The evaluation typically includes ratings in the following areas: quantity and quality of work, work habits and attitudes, interpersonal skills, dependability, and attendance. For new employees, there will be an interim performance review after the first ninety (90) days of employment, which will include a self-evaluation. Annual performance evaluations will be conducted for returning employees. Supervisors will discuss the evaluation with the employee and provide a copy of the completed form. If an evaluation is not received, employees should inquire with their supervisor. The performance evaluation form also allows employees to indicate if they believe they are working out of class, meaning they are performing duties different from those listed in their class description. It is important for employees to provide this information to ensure their position is classified and compensated appropriately.

All employees have the right to make their own written comments in response to the observations or review findings. This response will be attached to the observation and/or evaluation and kept in the employee's confidential personnel file.

Goal-Setting and Performance Review Processes:

AIMS employees and managers should collaborate to set clear, measurable goals aligned with organizational objectives.

AIMS beginning FY24- 25 Regular performance reviews, held bi-annually (twice a Year), provide opportunities to assess progress, provide feedback, and make adjustments.

The review process should include self-assessments, manager assessments, and open discussions.

Criteria for Performance Evaluations

Evaluations should be based on pre-defined, objective criteria such as job duties, competencies, and key performance indicators based on job performance.

Criteria should be communicated clearly to employees so they understand expectations.

Evaluations should assess both "what" was accomplished and "how" the work was done.

2025-2026 DRAFT

Opportunities for Professional Development

AIMS will provide annually access to training, mentoring, and other learning opportunities to help employees develop new skills.

Career planning discussions should identify areas for growth and map out development plans.

Promotions, lateral moves, and stretch assignments can also facilitate professional development.

Procedures for Addressing Performance Issues

Clear performance improvement plans should outline areas needing improvement, action steps, and timelines.

Managers should provide regular feedback, coaching, and support to help employees get back on track.

Formal disciplinary procedures (e.g. warnings, suspensions, termination) may be necessary for continued underperformance.

AIMS processes are fair, consistent, and documented.

The overall goal of effective performance management is to align employee efforts with organizational goals, provide meaningful feedback, and support professional growth.

SOP - Employee Performance Review

Employee Disciplinary Action: Causes for Suspension, Demotion, and Dismissal

The following conduct is prohibited and will not be tolerated by AIMS. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare, and AIMS operations also may be prohibited. Violation of the following standards may result in disciplinary action, up to and including immediate termination.

- Falsification of employment records, employment information, or other AIMS records. This includes making false statements or omitting material information in the application procedure for employment.

2025-2026 DRAFT

- Falsifying any time record.
- Theft, damage, or destruction of any AIMS property or the property of any employee or client. Removing or borrowing AIMS property without prior authorization.
- Unauthorized use of AIMS equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on AIMS property.
- Participating in horseplay on work time or on AIMS premises.
- Carrying firearms or any other dangerous weapons on AIMS premises at any time. Causing, creating, or participating in a disruption of any kind during working hours. Insubordination, including, but not limited to, failure or refusal to obey the legitimate orders
- or instructions of a supervisor or member of administration or the use of abusive or threatening language toward a supervisor or member of administration.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students or other employees at any time on AIMS premises. Unreported absences.
- Failure to observe working schedules, including meal and rest periods.
- Sleeping or malingering on the job.
- Working overtime without authorization or refusing to work assigned overtime. Working "off the clock" or failing to record or report all hours worked.
- Failing to keep confidential information pertaining to students.
- Violation of any safety, health, security, or other AIMS policies, rules, or procedures. Committing a fraudulent act or a breach of trust under any circumstances. Engaging in unlawful harassment, discrimination, or retaliation.
- Making false or malicious statements about any employee or AIMS.
- Gambling of any type on AIMS premises.
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from AIMS.
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unsatisfactory work performance.
- Performing unauthorized work on AIMS work time.
- Failure to report incidents of child abuse.
- Willful and persistent violation of provisions of the Education Code or the Board of Education or school charter.

For employees with a written contract of employment that provides for termination "For Cause," "Cause" shall include, but is not limited to: breach of the employment agreement or the employee's failure to perform his/her duties as set forth in the employment agreement, as defined by law, or as specified in the employee's job specification; the employee's failure or refusal to comply with the lawful and reasonable direction of his/her supervisor, or the policies, standards and/or rules of AIMS; if it is determined that employee has conducted him/herself in an unprofessional, unethical, illegal or fraudulent manner, or has acted in a manner detrimental to the reputation, character or standing of AIMS.

8/25/2025 DRAFT

Grievance Procedures

The grievance procedures apply to staff, students, parents, and other stakeholders of AIMS K-12 College Prep Charter District. These procedures provide a systematic process for filing complaints and ensuring they are addressed fairly and promptly.

Informal Resolution: The first step is to attempt an informal resolution. This involves addressing the issue directly and informally. If this approach is ineffective, the next step is taken.

Formal Complaint Submission: If the informal resolution is unsuccessful, a written complaint is submitted to a Supervisor or HR Director, initiating a formal investigation.

Investigation: Once a grievance is filed, an investigator is assigned. The investigator will have an initial discussion with the employee about their concerns and may adjourn the meeting to conduct a thorough investigation.

Grievance Hearing: A grievance hearing is arranged to address the grievance and find a resolution.

Decision and Communication: The decision regarding the grievance will be determined and communicated to the complainant in writing.

Right to Appeal: The employee has the right to appeal the decision. However, the outcome of any appeal will be final.

All parties involved in the grievance process must ensure confidentiality is maintained throughout.

2025-2026 DRAFT

10. Workplace Safety and Health

Workplace Safety Policies

Emergency Procedures (Fire, Lockdown, Evacuation)

Safe School Plan 12th Street 2023-24 - Final (1).pdf (To Be Updated for FY25-26)

Safe School Plan AIMS HS 2023-24 - Final (1).pdf (To Be Updated for FY25-26)

Health and Safety Policy

The safety of students and staff is among the highest of priorities for AIMS. Injuries and illnesses create personal loss to employees, students, and their families and reduce the AIMS' ability to provide quality education. It is AIMS' position that all accidents are preventable. Each employee is expected to obey safety rules and to exercise caution in work activities. Site administrators have primary responsibility for providing a safe working and learning environment and are accountable for ensuring strict compliance with applicable health and safety requirements. All supervisory employees, from executives to first-line supervisors, share responsibility for ensuring the safety of students and staff. Employees should immediately inform their supervisor about any workplace accidents or security hazards. If this individual is not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

Employees should not transport students unless it relates to a school function and has been approved by AIMS K-12 College Prep Charter District.

When an accident or injury occurs on school property, it should be reported immediately to the Site Administrator. An Incident Report Form (IRF) should be completed as soon as possible. This form is available at the front office.

Student Safety and Liability

A. Safety is one of our first concerns. Students must NEVER be left unsupervised.
B. Staff members must monitor students during pick-up and drop-off.
C. Injuries during the school day must be reported, and an Incident Report Form (IRF) must be obtained from the office and completed. A copy of the report must be emailed to the Director of Enrollment and Director of Operations (enrollment@aimsk12.org) and placed in the student's file, administrator's, administrative assistant's, and teacher's mailbox.
D. Teachers must ESCORT THEIR OWN CLASS to lunch and physical education (when applicable)
E. Teachers should use caution and professional judgment when interacting with students outside of school. Teachers should never accept or invite employees to join their social media circle (e.g., "Friending of Facebook").

2025-2026 DRAFT

F. Teachers must be alert and cautious at all times when escorting students off campus (including field trips, outings to the park, and running the students around the block during PE).
G. Memos and letters to parents or family members must be approved and initiated by the Head of School or designee before being distributed.
H. Student and staff injuries must be documented on the AIMS Incident Report Form (IRF).

Incident/Accident Reporting Policy

Employees are expected to immediately notify the Site Administrator of any work-related incidents or injuries within 24 hours. When a work-related incident or injury occurs, the following protocol must be followed:

1. **Incident Report Form (IRF):** The supervisor provides the employee with the Incident Report Form (IRF). The employee completes the form and submits it to the supervisor.
2. **Distribution of Forms:**
    - The supervisor or Head of School or their designee provides the employee with a DWC1 Form.
    - Witnesses are provided with a Witness Report Form.
    - The supervisor completes a Supervisor Report Form.
3. **Submission of DWC1 Form:** The employee completes the DWC1 Form and submits it to the ombudsman via email at employeesupport@aimsk12.org.
4. **Submission of Reports:** The supervisor submits the completed Incident Report, Witness Report, and Supervisor Report to the ombudsman via email at employeesupport@aimsk12.org.

Wellness Policy

AIMS Wellness Policy 2023-2024

2025-2026 DRAFT

11. Legal and Compliance

Unlawful Harassment and Discrimination

AIMS is committed to providing a work environment free of unlawful harassment and discrimination. AIMS' policy prohibits harassment and discrimination based on race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. All such harassment is unlawful.

All AIMS employees must complete annual sexual harassment training. All newly hired employees complete sexual harassment training.

AIMS' unlawful harassment and discrimination policy applies to all persons involved in the operation of AIMS and prohibits unlawful harassment and discrimination by any employee of AIMS, including supervisors and co-workers. AIMS will take all reasonable steps to prevent or eliminate harassment and discrimination by non-employees, including customers, clients, and suppliers, who have workplace contact with our employees.

Prohibited unlawful discrimination includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
- Retaliation for having reported or threatened to report harassment or discrimination. California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:
- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexual harassment may include, but is not limited to:
- Unwelcome verbal conduct such as suggestive or derogatory comments, sexual innuendos, slurs, unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.

2025-2026 DRAFT

- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, or assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other losses, and offers of benefits in return for sexual favors.

This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

If an employee believes they have been subjected to unlawful harassment or discrimination, they should follow the complaint procedure outlined below. Employees are required to report any conduct prohibited by this policy, regardless of their personal involvement.

Unlawful Retaliation

AIMS prohibits retaliation against any employee because of the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated. All such retaliation is unlawful.

If an employee believes they have been subjected to unlawful retaliation, they should follow the complaint procedure outlined below.

Complaint Procedure - Discrimination, Harassment, Retaliation

Employees must report all incidents of suspected unlawful discrimination, harassment, or retaliation. If an employee believes they have been subjected to such conduct, they should submit a complaint, preferably in writing, to their supervisor or to the HR Department if the complaint involves their supervisor. Supervisors are required to report any conduct that violates or may violate policies regarding unlawful discrimination, harassment, or retaliation to Human Resources. . Complaints should be specific and include the names of the individuals involved and any witnesses and outline incidents of complaint. AIMS encourages all employees to report incidents of unlawful discrimination, harassment, and/or retaliation immediately to ensure complaints are addressed swiftly and fairly. If an employee receives a complaint from a colleague, they should report it to their immediate supervisor or Human Resources of AIMS. If these individuals are unavailable, the report should be made to any other supervisor. All complaints will be handled with confidentiality, and information will be disclosed only as necessary to complete the investigation and resolve the matter. For the 2025-26 school school year all complaints for AIPCS II are reviewed by Alameda County Department of Education (AIPCS II) current Charter Authorizers to determine if formal

2025-2026 DRAFT

complaints made at AIPCS II will be handled internally or externally by a third party vendor due to FY25-26 MOU requirements.

Upon receiving a complaint, AIMS will conduct a prompt, thorough, and objective investigation and work to resolve the issue. If AIMS determines that unlawful conduct or a policy violation has occurred, appropriate remedial action will be taken based on the circumstances. Employees found responsible for unlawful discrimination, harassment, or retaliation will face disciplinary action, up to and including termination, and measures will be taken to prevent future occurrences.

Retaliation against any employee who files a complaint in good faith or who cooperates in an investigation is strictly prohibited, even if the investigation does not substantiate the complaint or if the charges cannot be proven.

Where to Report a Complaint

Submit a complaint to your immediate supervisor, Human Resources (hrcompliance@aimsk12.org), any other supervisor within AIMS K-12. There is no requirement to report your complaint to any designated supervisor within AMPS. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Supervisors must report all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to the Human Resources Director or other administrators, as appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination if made aware and determined to unreport a complaint.

Contents of Complaint
All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. However, employees may be required to disclose their identity to AIMS K-12 in order for the School to sufficiently investigate the complaint.

Response to Complaint (Investigation)
Upon notice of conduct requiring an investigation, AIMS will investigate the facts and circumstances of the alleged violation, as appropriate. AIMS will attempt to resolve the complaint by promptly undertaking an effective, thorough, and objective investigation through the use of qualified personnel or third parties and using methods that provide all parties with appropriate due process. AIMS investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

During the investigation, AIMS will provide regular progress updates to those directly involved. AIMS will strive to complete its investigation as efficiently as possible and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, AIMS will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

No Retaliation

There will be no retaliation against any employee of AIMS who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven.

Anti-violence Policy

Senate Bill 553, in California Labor Code section 6401.9, requires California employers to adhere to a comprehensive Workplace Violence Prevention Plan (WVPP), train employees on workplace violence, and log safety incidents.

All school site employees are trained annually on workplace violence, and log safety incidents per requirements of SB 553.

AIMS is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, AIMS has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on school-related business, or while operating any vehicle or equipment owned or leased by AIMS. This policy applies to all employees.

In order to achieve our goal of providing a workplace that is secure and free from violence, AIMS must enlist the support of all employees. Compliance with this policy and our commitment to a zero-tolerance policy with respect to workplace violence is every employee's responsibility.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

Employees are required to report any incident involving a threat of violence or act of violence immediately to their supervisor, Head of School , or Executive Director. If these individuals are not available, report the incident to any other supervisor and report the incident to the Executive Director as soon as he or she is available. All reports will be investigated by AIMS and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to the Executive Director.

Employees should immediately inform their supervisor or the Head of School about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence Policy or who honestly assists in investigating such a complaint, even if

2025-2026 DRAFT

the investigation produces insufficient evidence that there has been a violation or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

Drug and Alcohol Abuse Policy

Our employees are our most valuable resource, and their own health and safety are therefore serious concerns. We will not tolerate any drug or alcohol-related conduct that imperils the health and well-being of our employees. Further, the use of illegal drugs and abuse of controlled substances is inconsistent with the law-abiding behavior expected of all citizens. Employees who use illegal drugs or abuse other controlled substances or alcohol tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased cost and risk.

We believe our employees have the right to work in an alcohol and drug-free environment and to work with persons free from the effects of alcohol and drugs. Employees who abuse alcohol or drugs are a danger to themselves, students, and other employees. We are therefore committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs. We hope all employees will join us in achieving our goal of a safe and productive drug-free workplace.

For purposes of this policy, “illegal drugs” include, but are not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). “Drug paraphernalia” means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. “Under the influence” means that the employee is affected by alcohol and/or illegal drugs in any detectable manner.

Prohibited Use

AIMS prohibits the following:

- The use, possession, manufacture, distribution, dispensation, purchase, or sale of unauthorized alcohol, illegal drugs, or drug paraphernalia on AIMS premises, during AIMS business, or during working hours.
- Storing unauthorized alcohol, illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on AIMS premises.
- Being under the influence of unauthorized alcohol or illegal drugs on AIMS premises, during AIMS business, or during working hours.
- Refusing to submit to an inspection when requested by management.
- Failing to keep all prescribed medicine in its original container, which identifies the drug, date of prescription, and the prescribing doctor.
- Smoking and the use of any tobacco products on AIMS property, including AIMS-owned, leased, or contracted buildings, and in AIMS vehicles at all times, by all persons, including employees, students, and visitors at any school or AIMS site or attending any school-sponsored events.

Employees are required to notify the administration of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such

2025-2026 DRAFT

conviction. Within thirty (30) days of receiving the notice, AIMS shall take appropriate administrative or disciplinary action.

Additionally, if an employee is required to take any kind of prescription or nonprescription medication that will affect job performance, they are required to report this to their supervisor. The supervisor will determine if it is necessary to temporarily place the employee on another assignment or take other appropriate action to protect the safety of the employee, other employees, and students.

Searches

AIMS may, at times, conduct unannounced searches of AIMS property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with this or any other policy. This includes desks, storage areas, and rooms normally used to store employees' personal property. As a result, **employees do not have an expectation of privacy in this regard.**

Additionally, whenever AIMS suspects that an employee has sold, purchased, used, or possessed alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances on AIMS premises, AIMS may inspect the employee's personal effects (including parcels, purses, bags, and briefcases) or automobile on AIMS property. As a result, employees do not have an expectation of privacy in this regard.

Violations

Compliance with this policy is a condition of employment at AIMS. Failure or refusal of an employee to cooperate fully, sign any required document, or submit to any inspection will result in discipline, up to and including termination. Furthermore, any violations of this policy may result in disciplinary action, up to and including termination, at AIMS' sole discretion.

Participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, AIMS may report such illegal drug activities to an appropriate law enforcement agency.

Child Abuse Reporting Policy

Child abuse encompasses physical abuse, sexual abuse (including both sexual assault and sexual exploitation), extreme emotional abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury that is willfully inflicted, resulting in a traumatic condition, and/or neglect

2025-2026 DRAFT

(including both acts and omissions). Child neglect is defined as negligent treatment that threatens a child's health or welfare.

In accordance with Sections 11164-11174.3 of the California Penal Code, all AIMS employees are considered mandated reporters. Any employee who knows or reasonably suspects that a child has been a victim of child abuse and/or neglect must:

1. **Immediate Reporting:** Report the incident to a child protective agency (e.g., Department of Children and Family Services), the Police (not School Police), the Sheriff's Department, the County Probation Department, or a County Welfare Department immediately by telephone.
2. **Written Report:** Send a written report of the incident to the same agency within 36 hours.

While the Penal Code obligation to report applies specifically to the aforementioned employees, it is the policy of AIMS that all employees shall comply with the law's reporting procedure whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

Additionally, teachers and counselors are legally required to immediately inform a parent and/or authority and report the following instances to the Head of School, who will contact law enforcement and/or the student's parent/guardian in accordance with the law:

1. **Self-Harm Threats:** When a student indicates they are going to physically harm themselves or jeopardize their life.
2. **Harm to Others:** When a student indicates they are going to physically harm another person or jeopardize another person's life, or have knowledge that another person's well-being is threatened.
3. **Abuse Indications:** When a student indicates they are being physically and/or emotionally abused.
4. **Felony Admissions:** When a student indicates they have committed a felony.

Child Abuse Mandated Reporting

All AIMS Employees are required to complete Mandated Reporter training at the beginning of each school year.

What Must be Report

Any of the below acts involving anyone under the age of 18:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

The mandated reporter must only have reasonable suspicion that a child has been mistreated; no evidence or proof is required prior to making a report. The case will be further investigated by law enforcement and/or child welfare services.

2025-2026 DRAFT

How To Report

By Phone

Immediately, or as soon as possible, make a telephone report to child welfare services and/or to a Police or Sheriff's department.

1. Alameda County Social Services Child Abuse 27/7 Hotline: 510-259-1088
2. Oakland Police Department Emergency Dispatch: 510-777-321, Non-emergency: 510-777-3333
3. Alameda County Sheriff's Office Emergency Services Dispatch: 510-272-6878

In Writing

Within 36 hours, a written report must be sent, faxed or submitted electronically. The written report should be completed on a state form called the 8572, which can be downloaded at: https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

Other Information

Safeguards for Mandated Reporters:

The Child Abuse and Neglect Reporting Act (CANRA) states that the name of the mandated reporter is strictly confidential, although it is provided to investigative parties working on the case.

Under state law, mandated reporters cannot be held liable in civil or criminal court when reporting as required; however, under federal law mandated reporters only have immunity for reports made in good faith.

Failure to report:

Failure to report concerns of child abuse or neglect is considered a misdemeanor and is punishable in California by six months in jail and/or up to a $1,000 fine.

For the complete law and a list of mandated reporters, refer to California Penal Codes 11164-11174.3

Statement Acknowledging Requirement to Report Suspected Child Abuse

The California Penal Code prohibits sexual abuse, sexual assault, sexual exploitation, child neglect, the infliction of cruel or inhuman corporal punishment, and unjustifiable physical pain or mental suffering on a child. Additionally, the Penal Code prohibits allowing or causing a child to be placed in a situation that endangers the child's health or person.

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee

2025-2026 DRAFT

of a child protective agency who has knowledge of or observes a child in their professional capacity or within the scope of their employment, and knows or reasonably suspects that the child has been the victim of abuse, to report the known or suspected instance of child abuse to a child protective agency. The report must be sent to the child protective agency within 36 hours of receiving the information concerning the incident.

"Child Care Custodian" includes all persons who interact directly on a regular basis with employees, including teachers, administrators, employee service employees, paraprofessionals, and volunteers. "Health Practitioner" includes nurses, physicians, psychologists, and family and child counselors.

As an employee of AIMS K-12 College Prep Charter District, the employment position falls within the definition outlined in Section 11166 of the California Penal Code. Therefore, employees are mandated to comply with the child abuse reporting requirements as stated above.

I, _____, have read and understood the requirements of Section 11166 of the California Penal Code as outlined above and will comply with those provisions.

Signature: _____

Date: _____

A signed copy of this form must be placed in the employee's file

2025-2026 DRAFT

12. Acknowledgment of Receipt

ALL EMPLOYEES MUST READ THIS EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO HRCompliance@aimsk12.org WITHIN ONE WEEK OF RECEIPT.

I have received a copy of the AIMS Staff Handbook. I will carefully read and understand its contents, and I agree to follow the policies stated therein. I understand that my continued employment is contingent upon adherence to the policies and procedures outlined herein. I understand that transfers, demotions, suspensions, employee discipline, and changes in the terms and conditions of employment may be administered at the sole and absolute discretion of the Charter School. I understand that the conditions governing my employment status (at-will or fixed term) may not be modified orally and may only be modified in writing, signed by the direct supervisor or Head of School and me.

I understand that the AIMS K12 Charter School reserves the right to depart from and modify the policies stated in the Handbook at its sole discretion, with the exception of my employment status (at-will or fixed term).

Name: _____

Signed: _____

Date: _____

718-4/4742959.1

2025-2026 DRAFT

Coversheet

Job Descriptions

Section: IV. Consent Calendar
Item: D. Job Descriptions
Purpose: Vote
Submitted by:
Related Material: Job Descriptions - Board Submission Cover Letter.pdf
Compliance Analyst JD (Amended).docx.pdf
AIMS Executive Director Job Description.pdf
Manager Extended Day School Programming JD.docx.pdf
Health Coordinator JD.docx.pdf
Dean of Students JD.docx.pdf
Teaching and Learning Director JD.docx.pdf
Director of Program Compliance JD.docx.pdf
Director of HR Compliance JD.docx.pdf
Maintenance Technician JD.docx.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Department

Date of Submission (MM/DD/YYYY): 08/19/2025

Item Details

Title of Item: Job Descriptions: Re-classed, New, and Adjusted for FY 25-26

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
Position changes and new positions for FY 25-26. Features re-classed positions, positions added by organizational changes previously approved by the board, and positions whose descriptions or duties are being adjusted for FY25-26.

Approvals

Has this item been reviewed by:
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [x] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
Will be presented at the Board Meeting in August 2025.

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [ ] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: N/A

AIMS K-12 College Prep Charter District

Title: Compliance Analyst

Category: Classified

Work Year: **12 months**

Employment Type: **Full time**

Starting Range: **$70,000 - $74,295.45**

FLSA: Exempt

Supervisor: Compliance Director or Designee

JOB GOALS: Under the direction of the Compliance Director or designee, the analyst will be responsible for researching, extracting, and analyzing data from various sources; developing strategies for optimizing processes by engineering efficient solutions based on large datasets; formulating algorithms and models to determine trends and correlations; and presenting findings in an organized fashion. Additionally, the analyst will collect, compile and analyze program compliance data, metrics and statistics and apply data to make recommendations related to recruitment, retention and legal compliance.
.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Collect, compile and analyze large program compliance datasets, metrics and statistics to identify patterns and correlations to generate insights and solutions related to program compliance
- Prepares reports of data results presenting and explaining findings to senior leadership
- Purchase order compliance internal tracking & monitoring.
- Compiles and prepares reporting for state, federal and local, district reporting, charter authorizers requirement to ensure compliance of reports.
- Utilizing predictive analytics, linear regression methods, machine learning techniques, etc. to draw meaningful conclusions from the data.
- Answers inquiries from employees on a variety of program compliance issues/topics.
- Maintains an efficient system for program compliance items restricted/state local funding requirements, review of allocation of funding.
- Periodically reviews records for completeness and compliance according to established checklists of program compliance related to school site operations.
- Based on metrics and analysis make recommendations to the Director of Program compliance for policies/processes/procedures and activities to improve organizational culture.
- Provides support in implementation of new training, development related to Program Compliance.

- Conduct program compliance audits
  Ensure compliance of data privacy regulations and best practices.
- Assist leadership with staffing, leading training, recruiting best practices, and departmental budgets.
- May guide, lead or assist with the Compliance Committee (annual requirement to ensure all program compliance in restricted/categorical funding allowance).
- Developing algorithms and models to interpret data and determine trends to better support school sites in program compliance.
- Ensuring compliance with relevant industry regulations and standards regarding data management.
- Preparing concise reports for educational partners on the insights derived from analyzing collected data.
- Customizing solutions based on the individual needs of the organization or department
- Communicating clearly and effectively with both technical and non-technical audiences
- Inputting data in various AIMS information systems EPICenter, CALPADS, Paycom
- Supports human resources related compliance projects related to the HRIS systems and programs with cross-functional teams and focuses on improving.
- Perform all other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree preferred in business administration/education and or related field
- 1-2 years of data analysis or field related experience working in Charter or School District
- Fingerprinting and TB test required

KNOWLEDGE AND ABILITIES:

- A good understanding of the fundamentals of programming languages such as but not limited to Python and R is essential for success in this role.
- Strong analytical and problem solving skills
- Through understanding of local, state and federal laws involving school program compliance.
- Additionally, knowledge of data visualization tools such as but not limited to Tableau, D3.js, and PowerBI should be acquired to create compelling data dashboards and visuals.
- Knowledge of Microsoft Windows, Microsoft Office suite (emphasis on Excel) and Adobe Reader
- Possess the skills to work collaboratively or independently as needed
- Ability to set priorities, multi-task and see projects through from start to finish

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 15 Walking: 15 Sitting: 70
Minimum Body Movement (Frequency): 2
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 50 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 1 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:
Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: Executive Director

Category: Classified Management

Work Year: 12 Months

Employment Type: Full Time

Work Location: AIMS K-12 Charter District

Starting Range: $188,001.00 - $202,530.47

FLSA: Exempt

Supervisor: Board of Directors or Designee

JOB GOALS:
The Board of Directors of AIMS K-12 College Prep Charter District seeks an Interim Executive Director to lead the organization through a dynamic and exciting phase of its history. One of Oakland's first charter schools, AIMS has grown into a diverse and high performing network of three award-winning schools serving 1,300 students. In its next phase, AIMS will expand its vision and programming for Special Education and actualize its commitment to strategic, data-driven leadership and compliance while building on the robust talent and many strengths in its schools.

We seek a leader who will bring focus to the unification of the school communities, addressing immediate needs of alignment to the AIMS ACOE MOU, and working with the board to transition to a permanent leader. Key responsibilities include strategic leadership, operational oversight, and effective communication with stakeholders.

The role commences June 1, 2025 through June 30, 2026.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- **Strategic Leadership:** Provide direction and guidance during the transition period, focusing on aligning the school's human resources, systems and structures to successfully executing the AIMS ACOE MOU.
- **Operational Oversight:** Manage day-to-day operations, ensuring the schools and departments run smoothly and effectively.
- **Stakeholder Communication:** Keep the board, staff, families and community informed about key decisions and developments.
- **Change Management:** Implement changes and address challenges while deepening Special Education programming and ensuring a smooth transition to a permanent CEO.
- **Performance Management:** Implement performance management systems with leadership to track progress toward MOU metrics. Evaluate performance, identify areas for improvement, and implement solutions.
- **Financial Management:** Oversee budgets, ensure financial stability, and address any financial concerns.
- **Team Leadership:** Lead and support staff, fostering a positive and productive work environment. Develop strategic leadership of the senior team.
- **Specific Tasks and Responsibilities:**

- Develop and implement short-term operational plans: Address immediate organizational needs and priorities.
- Review internal processes and procedures: Identify areas for improvement and implement changes.
- Work with the board to develop a search process for a permanent CEO: Provide input and support for the search process.
- Prepare for and participate in meetings with the board: Provide updates and recommendations. and maintain relationships with key stakeholders: Including staff, students, parents, and community members.
- Ensure compliance with all relevant laws and regulations: Including those related to charter schools.
- Perform all other duties as assigned.

QUALIFICATIONS:

- **Master's degree required:** Advanced degree in education, public administration, nonprofit management, or a related field.
- **Proven leadership experience:** Demonstrated ability to lead and manage teams effectively.
- **Strong communication and interpersonal skills:** Ability to communicate effectively with diverse audiences.
- **Experience in education or non-profit settings:** Knowledge of the charter school landscape is beneficial.
- **Experience in change management:** Ability to navigate transitions and implement changes.
- **Financial management skills:** Ability to manage budgets and ensure financial stability.
- **Problem-solving and decision-making skills:** Ability to analyze situations and make sound decisions.
- **Ability to work independently and collaboratively:** Able to work with minimal supervision and as part of a team.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: July 1, 2025
Board Approved: Board Approved May 31, 2025

AIMS K-12 College Prep Charter District

Title: **Manager of Extended School Programming**

Category: **Classified**

Work Year: **12 months**

Employment Type: **Full Time**

Work Location: **AIMS K-12 Charter District (On-Site)**

Starting Range: **$100,678.45 - $116,841.46**

FLSA: **Exempt**

Supervisor: **Head of Schools**

JOB GOALS:
The Manager of Extended School Programming is part of the administrative leadership team working under the supervision of the Director of Schools. Manager of Extended School Programming has overall responsibility for the curricular and non-curricular programs involving students and faculty in the Extended Day Program. The Extended Day Director works in collaboration with the AIMS leadership team, to help develop and nurture a learning community dedicated to each and every child. The Extended Day Manager also organizes, supervises, and communicates all aspects of the After School Activities.

RESPONSIBILITIES:

- Performs other duties as assigned.
- Manage all federal or state funded Afterschool/Extended day programs such ELOP and ASES.
- Ensure Extended Day programs provide an environment that nurtures the social, emotional, cognitive, physical, and spiritual development of all children in each program.
- Support afterschool faculty with strategies for classroom management and communication with parents
- Serve as liaison with parents, available to parents for questions or concerns about programs.
- Attend full faculty meetings.
- Manage payroll schedules and hours for submission bi-monthly
- Collaborate with the business office to ensure the annual afterschool program budget is completed and submitted to the AIMS board for approval and meets fiscal requirements of all afterschool allowed expenditures.
- Extended Day staff schedules.
- Managing ordering and distribution of snack/supper supplies.
- Gather and schedule after school activity offerings.
- Coordinate and staff childcare for staff children.
- Ability to implement fun and engaging developmental activities in the areas of character development, project based learning, fitness and recreation, and academics/enrichment.
- Continually interfacing with students, volunteers, staff, and parents.
- Ability to lead and supervise small and large groups by recognizing potential issues and applying problem solving methods as needed.

- Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices and provide feedback to extended day programming staff.
- Accurately completes and submit approvals of time cards, incident reports, attendance, receipts, and other program related materials in accordance with all extended day programming requirements.
- Evaluates the program daily to suggest improvement, needs, hazards and/or trends to Head of Schools for further adjustments to benefit programming and needs of students.
- Responsible for a designated group for the duration of program or until replacement Program Assistant arrives – never leave a group unsupervised.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established procedures for notification to the parents.

QUALIFICATIONS:

Bachelor's degree from an accredited college and two years of experience in community work, afterschool program in an area related to the duties described above; or an Associate Degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferred but not required.

OR

A high school diploma and six years of experience in community work in an area related to the duties described above.

KNOWLEDGE AND ABILITIES:

- Familiarity with the Oakland Public Charter School system.
- Presently or formerly a public-school parent.
- Experience with convening workshops.
- Bilingual where there is a significant non-English speaking population.
- Excellent communication, organizational, interpersonal and problem-solving skills.
- Conflict resolution and mediation skills.
- Experience working with families and parents.
- Proficiency with MS Word, Excel, electronic mail, and internet.
- Experience with grant writing and other fundraising strategies.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Body Movement (Frequency):

None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Reclassified from Coordinator of Extended Day Programming
Board Approved: ***Pending Board Approval***

AIMS K-12 College Prep Charter District

Title: **Health Coordinator**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Starting Range: **$76,930 - $89,280**

FLSA: **Exempt**

Supervisor: **Director of Operations or Designee**

JOB GOALS:
Provides support to school site operations with specific responsibilities under the direction of the Director of Operations or designee; coordinates with other personnel in supporting students in documenting activities in accordance with established guidelines and/or regulatory requirements; and assists and conducts mandated health screenings and services. Complies with 504 and IEP requirements, Charter Authorizers and Alameda County Department of Health/Education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Administers health-related tests as needed and when necessary
- Emergency preparedness regarding all health relation district requirements
- Collaborate with the Director of Operations to align School Safe Plans for the district to align health protocols and internal standard operating practices.
- Manage and record test results.
- Work with teaching staff/administrators to properly inform of student health modifications or accommodations needed.
- Maintain confidentiality according to state, local and federal guidelines.
- Administers medication, CPR, school-related exams, and other procedures and maintains a medical log of care.
- Participate in supporting various health screenings, immunizations, training, and other specialized tasks such as health assessments as needed.
- Ensures that students are meeting health screens and immunizations.
- Ensure SIS systems health modifications or medications are updated throughout the school year.
- Works on outreach with health partners to bring health programs to our district.
- Coordinator/liaison with health vendors when district wide PD and or screenings are needed
- Engage with local, state, and federal public health departments.
- Maintains all health records and emergency information.
- Responds in a timely manner to phone calls and emails.

- Ensure all health reporting is documented
- Implements charter school, local, state, and federal policies, and requirements.
- Actively participates in 504, IEP, SST, and health committee meetings.
- Serves as a liaison for home health services, case management, and communication with education partners.
- Leads in health education and best practices professional development.

QUALIFICATIONS:

- Preferred experience with children in community health setting

LICENSES & CERTIFICATES:

- A valid driver's license and proof of valid automobile insurance.
- Requires fingerprint clearance from the Department of Justice.
- Proof of valid TB clearance
- Evidence of LVN license as approved by the state of California.

KNOWLEDGE AND ABILITIES:

- The ability to work with others and respond to public inquiries in a courteous manner.
- Knowledge of HIPAA, HHS, and OCR, compliance requirements as applied in a school setting.
- Knowledge of safety precautions required by Occupational Safety and Health Administration (OHSA) guidelines.
- Ability to administer medication and other appropriate medical procedures and effects.
- Ability to present in workshops and trainings.
- Strong written and verbal communication skills
- Flexible and efficient in high-pressure situations
- Well-organized and able to multitask projects and prioritize responsibilities
- Knowledge of relevant software applications and systems including medical recording systems and educational systems
- Proficient in the use of email and the internet

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 40 Walking: 20 Sitting: 40

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 2 Reaching Overhead: 1 Kneeling or Squatting: 3

Climbing Ladders: 0 Climbing Stairs: 3

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: 03/28/23 Amended 08/15/25
Board Approved: 03/28/23
New Board Approved: 08/26/25

AIMS K-12 College Prep Charter District

TItle: Dean of Students

Category: Certificated

Work Year: 12 months

Employment Type: Full Time

Starting Salary: $ 82,090.72- $95,269.63

Supervisor: Head of School or Designee

JOB GOALS:
Under the direction of a Director of Schools, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned elementary school; assist the Head of School with administrative duties involving student conduct, curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel

RESPONSIBILITIES:

- Plan, organize, coordinate, implement and participate in programs and activities related to the operation of an assigned elementary school, including instruction, student discipline and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs
- Perform a variety of administrative duties to assist the Head of School in managing the school; assume the duties of the Director of Schools as assigned.
- Assist with supervision and evaluation of the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate and approved by the Director of Schools to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff
- Assist with development and administration of disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned
- Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Supervise Saturday School
- Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements
- Assist in monitoring and organizing attendance functions; prepare letters and call parents as needed regarding absent or tardy students
- Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate
- Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement
- Provide direction to the school's guidance and counseling services, school attendance issues and plant maintenance; assure programs and services meet established objectives and requirements
- Assure the health, safety and welfare of students

QUALIFICATIONS:

- Education and Experience: Any combination equivalent to: Bachelor's degree and four years of elementary classroom teaching experience
- Preferred a California Teaching Credential and be eligible to receive a California Administrative Services Credential

KNOWLEDGE AND ABILITIES:

- Comprehensive organization, activities, goals and objectives of an assigned elementary school
- School law administration, applicable sections of the State Education Code and other applicable laws
- Modern office practices, procedures and equipment
- Instructional standards and faculty requirements
- Board and District policies, procedures and regulations
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Basic computer operation
- Public speaking techniques
- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned elementary school
- Assist the Director of Schools with administrative duties involving student conduct, curriculum development and school plant operations as assigned
- Direct, evaluate and supervise assigned certificated and/or classified staff
- Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction
- Prepare and deliver oral presentations
- Establish, coordinate and maintain communication with community and parent groups
- Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws
- Plan and organize work
- Analyze situations accurately and adopt an effective course of action
- Complete work with many interruptions
- Establish and maintain cooperative and effective working relationships with others
- Understand and resolve issues, complaints or problems
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Monitor students

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin,

or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: 5/16/17
Board Approved: 5/16/17
New Board Approval w/ amendments: 8/26/25

AIMS K-12 College Prep Charter District

Title: **Teaching & Learning Director**

Category: **Classified Management**

Work Year: **12 Months**

Employment Type: **Fulltime**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director or Designee**

JOB GOALS: Responsible for developing for planning, evaluating, and managing comprehensive research and development programs in support of the instructional and other programs within AIMS K-12 College Prep.

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REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

ESSENTIAL JOB DUTIES:

- Formulates applicable policies and procedures.
- Plans and conducts training relative to the assessment & accountability programs, and relative to the collection, reporting, and interpretation of student achievement data.
- Plans and oversees the K - 12 standardized testing program. Devises and directs use of records, reports, and other materials essential to program.
- Oversees the district participation in large-scale assessment activities. Coordinates the district participation in accountability measures.
- Assists school administrators in training staff relative to test ethics and administration procedures and corrective actions for violations.
- Approves the format of student achievement data in the data warehouse and the content of standard reports generated from the data warehouse.
- Assists schools in interpreting accountability reports and other program evaluations.
- Assists in the alignment of assessments with curricular and instructional standards and programs.
- Analyzes assessment results and identifies areas for improvement.
- Evaluates student assessment results and submits recommendations to administrators, instruction specialists, classroom teachers, and staff as appropriate.
- Participates in state and district level coordination, evaluation, review, and development committees.

QUALIFICATIONS:

- Bachelor's degree and any combination equivalent to: Two- Five years' increasingly responsible certificated and management experience in school improvement, instructional leadership,
- Experience designing and implementing district-level professional learning and training in Coaching, teaching and or supports with leadership in development of teaching and learning.
- Valid California driver's license; provide personal automobile and proof of insurance. Possession of a valid California
- Teaching Credential and Administrative Services Credential preferred not required.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE AND ABILITIES:

• Intstuctional coaching experience & lead teacher leading professional development district or charter.
• Data-Based Problem Solving.
• Positive Behavioral Interventions and Supports.
• Universal Design for Learning.
• Effective Leadership Practices.
• Principles and practices of administration, supervision, and professional learning.
• Planning, organization, and evaluation of professional learning.
• School improvement and professional learning initiatives.
• School management, practices, supervision, development, and training.
• Educational programs, curriculum and instruction, and learning of students K-12. Instructional programs at all Levels. Explicit commitment to and experience providing equitable experiences and outcomes. Utilizing data and assessment results to plan, monitor, and assess professional learning.
• Academic and behavior interventions to support high quality instruction for all students and to meet student's individual needs.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):
Standing: 30 Walking: 20 Sitting: 50
Minimum Body Movement (Frequency):
None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)
Lifting (lbs.): 15-18 Lifting: 2 Bending: 2
Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1
Climbing Ladders: 0 Climbing Stairs: 2
Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: July 1, 2025
Board Approved: Pending Board Approval July 10, 2025

Reclassed from MTSS Director 8/26/25

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: **Director of Program Compliance**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Work Location: **School Site**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director of Designee**

JOB GOALS:
The Director of Program Compliance provides strategic leadership and oversight of AIMS' program compliance functions. This role ensures the district remains compliant with all relevant federal, state, and local laws, board policies, and funding requirements, while also developing and implementing systems that support effective program compliance district wide. The Director is responsible for overseeing Program compliance policy development, and all aspects of legal and regulatory compliance for the organization.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:
Compliance Oversight

- Lead and manage all operational, regulatory, and financial compliance functions across the organization.
- Maintain a master compliance calendar capturing all relevant reporting deadlines (e.g., LCAP, SARC, Dashboard, CALPADS, CA Dashboard, Title programs, food services).
- Ensure compliance and reporting of all requirements of Charter authorizers, charter petition and Alameda Department of Education.
- Ensure compliance with federal, state, and local regulations governing charter schools, including Education Code, labor laws, OSHA, and charter-specific laws.
- Oversee preparation and response to external audits, including CDE’s Federal Program Monitoring (FPM), Title Funding audits, and compliance reviews from authorizers or other agencies.
- Supervise internal audits and implement corrective action plans when compliance risks are identified.
- Coordinate annual reviews and updates of district-wide policies, SOPs, and board-approved governance materials.
- Oversee program compliance for school nutrition programs in partnership with the Director of Operations and Nutrition Services Manager, ensuring program eligibility, safety, and audit-readiness.
- Monitor and ensure compliant use of restricted/state funding, including ESSER, Title funds, afterschool (ASES) (ELOP) grants, and other state/federal allocations.
- Conduct annual restricted funding reviews, ensuring all expenditures meet compliance requirements and align with program intent.
- Support the compliant setup and oversight of extended learning programs and other initiatives funded by

restricted grants or categorical funding.
- Partner with Finance/Business Operations to ensure that program compliance design, staffing, and expenditures are compliant with fiscal rules and accurately reported.
- Assist in charter renewal processes and respond to oversight requests from authorizers as needed; lead compliance submissions and documentation preparation.
- Train site and department leaders on program compliance requirements, documentation practices, and SOP adherence.
- Serve as the district's liaison to oversight agencies, legal counsel, and authorizers regarding matters of compliance or risk.

Organizational Leadership and Collaboration
- Collaborate cross-functionally with school site directors, Head of schools, Executive Director, Finance/Payroll, IT, and school site leaders to ensure alignment between compliance, operations.
- Provide regular updates and reports to the School Board and Executive Leadership Team on risk areas, compliance metrics, and compliance program trajectory and goals for the school year.
- Support the development and maintenance of a data-informed culture around HR, compliance, and policy implementation.
- Lead or support strategic initiatives that advance equity, organizational sustainability, compliance and operational excellence.
- Perform other duties as assigned to support the mission and success of the organization as it relates to program compliance.

QUALIFICATIONS:
- Bachelor's degree required; Bachelors in Public Administration, Education, or related field preferred.
- Minimum of 3-5 years of experience in educational compliance, operations, or administration, preferably in a charter school or public school setting.
- Experience overseeing program compliance in Charter or school districts.
- Valid California Drivers License.

KNOWLEDGE AND ABILITIES:
- Deep knowledge of education law, federal and state funding requirements, and charter school regulations.
- Familiarity with school program compliance/ operations, audits, and compliance tools (e.g., CALPADS, State Federal Reporting, CNIPS).
- Strong organizational, analytical, and communication skills.
- Ability to manage multiple projects and deadlines independently.
- High integrity and discretion when handling sensitive/confidential information.
- Proficient with Microsoft Suite: Word, Excel, PowerPoint, and Outlook

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Minimum Body Movement (Frequency):

None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

AIMS K-12 College Prep Charter District 171 12th Street, Oakland, CA 94607

T : 510-893-8701 | F : 510-893-0345

Title: **Director of Human Resources**

Category: **Classified**

Work Year: **12 Months**

Employment Type: **Full Time**

Work Location: **Hybrid**

Starting Range: **$133,462 - $154,888.32**

FLSA: **Exempt**

Supervisor: **Executive Director of Designee**

JOB GOALS:
The Director of HR and Compliance provides strategic leadership and oversight of AIMS' Human Resources and Compliance functions. This role ensures the district remains compliant with all relevant federal, state, and local laws, board policies, and funding requirements, while also developing and implementing systems that support effective talent management, equitable compensation, and a strong organizational culture. The Director is responsible for overseeing HR operations, policy development, employee relations, public transparency efforts, and all aspects of legal and regulatory compliance for the organization.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:
Human Resources Leadership

- Provide leadership and strategic direction to the Human Resources department, ensuring consistent and equitable implementation of policies and practices.
- Supervise and support the HR Manager and Manager of Compensation and Benefits in day-to-day HR operations including recruiting, onboarding, employee relations, performance management, and HRIS administration.
- Develop and implement HR strategies aligned with the district's mission, equity goals, and strategic plan.
- Oversee the development, annual review, and board approval of employee handbooks, HR policies, and procedures to ensure legal compliance and alignment with best practices.
- Provide guidance and coaching to supervisors on documentation, progressive discipline, performance evaluations, and workplace investigations.
- Assist in high-level investigations into employee misconduct or grievances, in coordination with site leadership, Ombudsman, and legal counsel as appropriate.
- Ensure the consistent and compliant application of employee classification standards, job descriptions, and credential requirements.
- Oversee implementation and annual updates of the district's public salary schedules, including coordination with payroll and finance teams.
- Review and authorize organizational staffing structures, position control, and compensation changes in alignment with budgetary and equity priorities.
- Monitor and guide processes related to leave management (FMLA, CFRA, ADA), accommodations, and

return-to-work procedures.
- Collaborate with the Manager of Compensation and Benefits to ensure the accurate delivery of employee benefits, compliance with local, state, and federal requirements, and coordination with third-party administrators.
- Lead the continuous improvement of HR systems, HRIS workflows, and employee lifecycle tracking to enhance efficiency, compliance, and data integrity.
- Support initiatives that build and sustain a positive, inclusive workplace culture; contribute to organization-wide strategies for employee engagement and retention.
- Represent AIMS during employment-related audits, investigations, or agency visits.

Compliance Oversight
- Lead and manage all operational, regulatory, and financial compliance functions across the organization.
- Maintain a master HR calendar capturing all relevant deadlines required by Charter Authorizers.
- Oversee preparation and response to external audits relating to personnel and employment labor requests.
- Supervise internal audits and implement corrective action plans when compliance risks are identified within HRIS system, compensation, worker compensation, and employee related matters
- Manage complaints district wide, ensure compliance of documentation of complaints filed and management of records in accordance with employment labor laws.
- Ensure district wide compliance and maintenance of documentation with credentialing, TB/DOJ clearance, and employment eligibility requirements site administrators.
- Partner with Finance/Business Operations to ensure that program design, staffing, and expenditures are compliant with fiscal rules and accurately reported.
- Assist in charter renewal processes and respond to oversight requests from authorizers as needed; lead HR/complaints submissions and documentation preparation.
- Train site and department leaders on HR, employee related requirements, documentation practices, and SOP adherence.
- Oversee performance management reviews to ensure compliance and recordkeeping of PIP, performance reviews.
- Serve as the district's liaison to oversight agencies, legal counsel, and authorizers regarding matters of litigation, settlement, compliance or risk regarding personnel.

Organizational Leadership and Collaboration
- Collaborate cross-functionally with the Executive Director, school site leaders, Finance/Payroll, IT, and Program Compliance to ensure alignment within HR.
- Provide regular updates and reports to the School Board and Executive Leadership Team on risk areas, HR metrics, and personnel data trends as needed or requested.
- Support the development and maintenance of a data-informed culture around HR, compliance, and policy implementation.
- Lead or support strategic initiatives that advance equity, organizational sustainability, and operational excellence.
- Perform other duties as assigned to support the mission and success of the organization.

QUALIFICATIONS:
- Bachelor's degree required; Bachelor's in Psychology, HR, Business Administration or related field preferred.
- Minimum of 3-5 years of experience in educational compliance, HR, operations, or administration, preferably in a charter school or public school setting.
- Valid California administrative credential preferred

KNOWLEDGE AND ABILITIES:
- Deep knowledge of education law, federal and state funding requirements, and charter school regulations.
- Familiarity with school operations, audits, and HRIS (Human Resource Systems)
- Strong organizational, analytical, and communication skills.
- Ability to manage multiple projects and deadlines independently.
- High integrity and discretion when handling confidential information.
- Proficient with Microsoft Suite: Word, Excel, PowerPoint, and Outlook

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30% | Walking: 20% | Sitting: 50%

Minimum Body Movement (Frequency):

None (0) | Limited (1) | Occasional (2) | Frequent (3) | Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

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Board Approved: Pending Board Approval

AIMS K-12 College Prep Charter District

Title: **Maintenance Technician**

Category: **Classified $38.86**

Work Year: **12 Months**

Employment Type: **Partime**

Hourly: **$38.86-$45.92**

FLSA: **Non-Exempt**

Supervisor: **Director of Operations**

JOB GOALS: Responsible for ensuring the upkeep and functionality of school buildings, grounds, and equipment. This includes performing routine repairs, preventative maintenance, and responding to maintenance requests to create a safe and conducive learning environment.

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REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

ESSENTIAL JOB DUTIES:

Responsibilities:

1.Routine Maintenance:

- Perform daily inspections and preventive maintenance on school buildings, equipment, and systems.
- Address and resolve issues related to plumbing, electrical, HVAC, and other essential systems.
- Maintains work logs and records related to completed work tasks.
- Performs carpentry work in the alteration, repair, and maintenance of buildings and
- Maintenance of facilities, including partitions, cabinets, floors, roofs, doors, windows, fences, furniture, sheds, scaffolds, and forms.
- Paints walls and buildings and performs other related tasks including preparing surfaces for painting or repainting.
- Installs and makes emergency repairs and adjustments to plumbing fixtures and
- equipment including pipes, washers and gaskets, faucets, floats, and valves.
- Repairs and/or replaces door hinges, locks, thresholds, door closure, door jambs, and

- panic hardware.

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2. Repairs and Troubleshooting:

- Respond promptly to maintenance requests and address issues efficiently.
- Diagnose and repair mechanical, electrical, and structural problems.
- Collaborate with school staff to understand and prioritize maintenance needs.

3.Groundskeeping:

- Maintain the school grounds, including landscaping
- Ensure a safe and clean outdoor environment for students, staff, and visitors.

4. Project Support:

- Assist in the planning and execution of maintenance projects.
- Collaborate with contractors and other vendors as needed.
- Keep accurate records of maintenance activities and project details.

5. Event Support:

- Setup and breakdown of school event preparation before/after and during school hours
- Collaborate with school leaders to ensure execution of or set up for school events or board meetings.

5.Safety and Compliance:

- Adhere to safety protocols and ensure compliance with relevant regulations.
- Report any safety hazards and work towards their resolution.
- Adhere to OSHA/School Safe Plan to ensure safety of all students and faculty.

QUALIFICATIONS:

- Proven experience in building maintenance, with a focus on schools or similar facilities.
- Strong knowledge of electrical, plumbing, HVAC, and general construction principles.
- Ability to operate maintenance tools and equipment.
- Excellent troubleshooting and problem-solving skills.
- Strong communication and collaboration skills.
- Physical ability to perform tasks that may require lifting, climbing, and prolonged periods of standing.

KNOWLEDGE AND ABILITIES:

- High school diploma or equivalent.
- Maintenance experience preferred but not required

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective: TBD BOARD APPROVAL REQUIRED
Board Approved: Pending Board Approval July 10, 2025

Coversheet

WestED Contract

Section: IV. Consent Calendar
Item: E. WestED Contract
Purpose: Vote
Submitted by:
Related Material:
WestEd Submission Cover Letter - fillable.pdf
C-22030_AIMS_K-12_College_Prep_Charter_District-1755710826531_signed.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marco Menendez
Position/Title: Interim Executive Director
Department: Administration

Item Details

Title of Item: West Ed
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
☐ Superintendent
☑ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
☐ Yes ☑ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
This item is currently being submitted for finance committee review

Deadline Information

Is there a submission deadline for this item?
☑ Yes ☐ No
If yes: Please indicate the deadline date (MM/DD/YYYY): 8/18/2025

Financial Information (if applicable):

Total Cost: $ 95,000
Is this expenditure included in the annual budget?
☑ Yes ☐ No
Please specify in which plan this expense is indicated:
☐ SPSA ☑ LCAP ☐ Other:

WestEd
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FUNDING AGREEMENT

Agreement Number: C-00022030

This Agreement is entered into between WestEd and the Funder named in Section A below.

SECTION A: CONTACTS

AIMS K-12 College Prep Charter District ("Funder")

AIMS K-12 College Prep Charter District Technical Contact:
Marco Menendez
Interim Executive Director
171 East 12th Street
Oakland, CA 94606
marco.menendez@aimsk12.org

WestEd

WestEd Technical Contact:
Christine Han
Improvement Specialist
P: (650) 449-5865
chan@wested.org

WestEd Contracts Contact:
Contracts Management Department
730 Harrison Street
San Francisco, CA 94107
P: 415.615.3136
contracts@wested.org

WestEd Billing Contact:
Accounts Receivable Department
3020 Old Ranch Parkway, Suite 220
Seal Beach, CA 90740
P: 562.799.5188
billing@wested.org

SECTION B: WORK OR SERVICES

1. **Agreement Term**

Start Date: 08/18/2025 End Date: 06/30/2026

2. Work or Services to be Completed by WestEd (brief description)

See Exhibit 1, Scope of Work.

3. Maximum Fees and Expenses

$95,000.00

4. Attachments

The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of this Agreement. See attached:

[X] WestEd Terms and Conditions
[X] Exhibit 1, Scope of Work

SECTION C: PAYMENT

Payment Schedule:
This is a Fixed Price agreement.
25% shall be due in September 2025
25% shall be due in December 2025
25% shall be due in March 2026
25% shall be due in June 2026

Checks Made Payable to:
WestEd
Attn: WestEd Operating Account
P. O. Box 889001
Los Angeles, CA 90088-9001

Electronic Fund Transfers (EFT):
Wells Fargo Bank
ABA Number 121000248
Account Number: 4029113164

All payments must include a reference to Agreement Number C-00022030

Net 30: All payments due under this Agreement shall be made by the Funder to WestEd within thirty (30) calendar days from the date of the invoice.

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excellence in research, development, and service

SECTION D: AUTHORIZED SIGNATORIES

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

WestEd

Agreed and accepted:

Rajwant Virk
box SIGN 1J5VZ724-1VRK5962

Authorized Signature

Name: Rajwant Virk

Title: Contracts Department Manager

Date: Aug 20, 2025

AIMS K-12 College Prep Charter District ("Funder")

Agreed and accepted:

Marco Menendez
box SIGN 4WPP5K66-1VRK5962

Authorized Signature

Name: Marco Menendez

Title: Interim Executive Director

Date: Aug 20, 2025

WestEd and Funder hereby enter into this Agreement ("Agreement") for the performance of the services set forth above in Section B (2).

The remainder of this page is intentionally left blank.

WestEd Funding Agreement: Terms and Conditions

GENERAL PROVISIONS

1.0 Independent Status and Responsibilities

In performing its services, WestEd shall be an independent contractor with authority and responsibility to control and direct the performance of the services required under this Agreement, subject to Funder's general right to inspect work in progress to determine whether the services are being performed in accordance with this Agreement. All persons hired and/or contracted by WestEd shall be WestEd's employees and/or subcontractors.

DATA PROPRIETARY RIGHTS AND PRIVACY, LEGAL PROTECTION, AND TERMINATION

2.0 Intellectual Property Ownership and Limited License to Use

2.1 WestEd is and will remain the sole and exclusive owner of any newly created data, documents, information, and other materials ("Work Product") developed by WestEd under this Agreement. WestEd is and will remain the sole and exclusive owner of any of WestEd's pre-existing Work Product that may be incorporated into Work Product or shared with Funder under this Agreement. These ownership rights includes, without limitation, any and all intellectual property rights in such newly created and pre-existing Work Product.

2.2 WestEd hereby grants to Funder a nonexclusive, non-transferable, without right to sublicense, global, royalty-free, limited license to use Work Product provided by WestEd to Funder under this Agreement solely for noncommercial purposes. For the avoidance of doubt, a "commercial purpose" would include any activity by the Funder directly or indirectly through an agent to market, offer to sell, sell, or otherwise monetize WestEd's Work Product. This limited license does not include the right to use the WestEd name, trademarks, service marks, or logos in any way without the express written consent of WestEd.

2.3 Unless sooner terminated or extended, this limited license expires on the **third** anniversary of the effective date of this Agreement.

2.4 All pre-existing WestEd data and materials provided to Funder by WestEd to assist in the performance of this Agreement shall remain WestEd's property. WestEd hereby authorizes Funder to have access to and make use of the data and/or materials as is appropriate for the performance by Funder of its obligations under the Agreement. Funder receives no authorization, permission, or license to use WestEd data and materials other than for Funder's compliance with this Agreement. Any such authorization, permission or license automatically terminates with the expiration or termination of this Agreement.

2.5 Upon expiration or termination of this Agreement for any reason before completion, Funder shall promptly request instructions from WestEd regarding whether Funder should: (a) Erase or destroy any WestEd Work Product maintained by it; or (b) Return the Work Product to WestEd. Funder shall promptly comply with WestEd's instructions. This provision shall survive termination of this Agreement.

3.0 Confidential Information

3.1 If the parties have previously or concurrently entered into a Confidential Nondisclosure Agreement ("NDA"), that NDA is incorporated herein by reference. If the parties have not entered into an NDA, the following provisions apply.

3.2 The party disclosing Confidential Information is the "Disclosing Party"; the party receiving the disclosed Confidential Information is the "Receiving Party".

3.3 "Confidential Information" shall mean and include, where appropriate and without limitation, all technical, financial, and business information of any kind whatsoever, such as, for example and not limited to, data, specifications, proposals research projections, processes, techniques, technology, ideas, know-how, improvements, inventions (whether or not patentable or copyrightable), trade secrets, formulae, information concerning research or development by or for the Disclosing Party, information which is or has been generated or received in confidence by or for the Disclosing Party by or from any person, and any other information as well as any and all tangible and intangible embodiments thereof of any kind whatsoever; in each case disclosed by the Disclosing Party to the Receiving Party, or obtained by the Receiving Party through observation or examination of the foregoing, regardless of whether such information or embodiment has been marked as confidential. Confidential Information shall include disclosures in any form, whether in writing, in an electronic format (including without limitation emails, tapes, diskettes, compact disks, or other similar media), and orally (in the case of oral disclosures, only if such disclosure is identified as confidential prior to disclosure).

3.4 The confidentiality obligations of this Agreement shall not apply to any information which (a) is already in the public domain through no breach of this Agreement; (b) was, as between the parties, lawfully in the Receiving Party's possession prior to receipt from the Disclosing Party; (c) is received by the Receiving Party independently from a third party free to disclose such information to the Receiving Party lawfully; or (d) is independently developed by the Receiving Party without reliance on Confidential Information or reliance on individuals who have had access to Confidential Information. It will be the Receiving Party's burden to prove the existence of one of these exceptions by a preponderance of the evidence.

3.5 Shall not be copied, distributed, or disseminated in any way or form to any third parties by the Receiving Party without the prior written consent of the Disclosing Party, except as required by a valid legal process or a court or other lawful order; provided, however, that the Receiving Party shall first have given reasonable notice to the Disclosing Party and shall have provided reasonable assistance at the Disclosing Party's expense to contest or limit the scope of disclosure of Confidential Information pursuant to such legal process; and if disclosure is compelled, that such disclosure be pursuant to a suitable protective order.

3.6 Shall be maintained in confidence and may only be disclosed to those employees and agents of the Receiving Party or of its affiliates who have a need to know.

3.7 Shall not be used by the Receiving Party for any purpose, except as otherwise expressly stated in this Agreement, without the prior written consent of the Disclosing Party.

3.8 Shall remain the property of the Disclosing Party and be either destroyed or returned to the Disclosing Party (along with all paper, electronic, or other copies thereof) within 30 days of the completion of the Agreement, or within 30 days of receipt by the Receiving Party of a written request from the Disclosing Party setting forth the Confidential Information to be destroyed or returned. For any Confidential Information to be destroyed, the Receiving Party shall certify in writing to the Disclosing Party the destruction of any and all documents, papers, and materials containing such Confidential Information, and notes thereon in the Receiving Party's possession, including paper, electronic, or other copies thereof.

3.9 The Receiving Party shall protect the confidentiality of Confidential Information through the exercise of the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized dissemination, duplication, use, or disclosure of the Confidential Information as the Receiving Party uses to protect its own confidential information of a like nature. If the Receiving Party discloses Confidential Information to any of its employees or agents, the Receiving Party shall inform such employees or agents of the restrictions under this Agreement on duplication, use, and disclosure to third parties and dissemination within its organization, and shall take other actions necessary to maintain the confidence of such Confidential Information (including executing agreements with employees that are materially similar to those set forth herein).

3.10 All provisions governing Confidential Information set forth above shall survive termination of this Agreement and shall remain in effect for three (3) years following the termination of this Agreement, or from the last act performed by either party in furtherance of their obligations under this Agreement, whichever occurs later.

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4.0 Protection of Confidential Pupil Records and Information

4.1 This Agreement potentially involves Funder's possession of confidential pupil records or information under the Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C.A. §1232g), California Education Code section 49060 et seq., and any other applicable statute or regulation of any other State with jurisdiction over this Agreement, whether provided by WestEd or by a local educational agency.

4.2 Funder bears full responsibility for compliance with all applicable federal, state, and local laws concerning the confidentiality of pupil records or information, including but not limited to the following: (1) ensuring that the storage, maintenance, and transmission of all confidential pupil records or information, whether in electronic or paper form, uses the most secure form of data protection, encryption, and security to prevent breach unauthorized disclosure, or theft of data; (2) ensuring that confidential pupil records or information is only accessed by personnel necessary to carry out Funder's obligations under this Agreement; (3) entering into any necessary agreements with educational agencies for the possession, maintenance, and use of confidential pupil records and information; (4) ensuring that Funder's use of confidential pupil records or information complies with all statutory and/or contractual provisions regarding the permissible uses of such records or information; (5) providing any required notice to parents and/or guardians regarding Funder's possession, storage, or use of confidential pupil records or information, including any unauthorized disclosure thereof; (6) complying with procedures for the return, disposal, or destruction of confidential pupil records or information upon the completion of Funder's duties and obligations under this Agreement; (7) procedures to ensure that confidential pupil records or information shall be aggregated or anonymized in such a manner so as to prevent the disclosure of Personally Identifiable Information as defined in 34 CFR § 99.3; and (8) any other measures that may be reasonably necessary to comply with all applicable laws governing pupil records or information. Funder shall not disclose any confidential pupil records or information to any third party, subcontractor, or vendor, without the written consent of WestEd. In the event that Funder discloses any confidential pupil records or information to any third party, subcontractor, or vendor as part of the performance of its obligations under this Agreement, it shall include Funder's obligations under this Agreement in any agreement with the third party, subcontractor, or vendor.

4.3 Nothing in this Agreement shall be construed to give WestEd any propriety right, whether it be in copyright, trademark, patent, or otherwise, to any pupil records or information provided in connection with its performance of its obligations under this Agreement.

4.4 The indemnification provision in this Agreement shall apply to any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities made by any party in connection with the alleged disclosure of confidential pupil records or information.

4.5 This paragraph shall be interpreted in conjunction with any other requirements applying to Funder as contained in any prime contract, subcontract, or Request for Proposal terms. Any such requirements that are more restrictive as to Funder shall supersede those set forth in this Agreement.

4**.6** All provisions governing Confidential Pupil Records and Information set forth above shall survive termination of this Agreement and shall remain in effect for seven (7) years following the termination of this Agreement, or from the last act performed by either party in furtherance of their obligations under this Agreement, whichever occurs later.

5.0 Indemnification

Funder shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless WestEd, its constituent entities, officers, directors, employees, attorneys, agents, representatives, volunteers, successors, and assigns (collectively hereinafter "WestEd") from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney's fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against WestEd, that may be asserted or claimed by any person, firm or entity arising out of, or in connection with, WestEd's performance under this Agreement, or any acts, errors, negligence, omissions, or intentional acts by Funder, its Governing Board, administrators, employees, agents, representatives, volunteers, successors, and assigns. This indemnity and hold harmless provision shall exclude actions brought by third persons against WestEd arising out of any acts, errors, negligence, omissions, or intentional acts by the WestEd or solely out of any acts or omissions of WestEd that are not otherwise related to or connected with Funder. WestEd shall promptly give notice to Funder of the threatened or instituted claim along with a demand for defense and/or indemnity under this Section. This indemnification clause shall survive termination of this Agreement.

6.0 Insurance

6.1 Without in any way limiting the Funder's liability pursuant to Section 5 Indemnification of this Agreement, Funder shall procure and maintain during the full term of this Agreement the following insurance amounts and coverage for services and work provided for in this Agreement:

a) Commercial General Liability, with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage, including coverage (or no exclusion) for sexual abuse and molestation;

b) Business Automobile Liability Insurance with limits not less than $1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for Owned, Non-owned, and Hired Vehicles, as applicable;

c) Worker's Compensation Insurance, for statutory limits and Employer's Liability limits not less than $1,000,000 each accident;

d) Umbrella or Excess Liability for limits not less than $1,000,000 per occurrence, $1,000,000 aggregate above general liability, auto liability and employer's liability;

e) Professional Liability (if applicable) for limits not less than $1,000,000 per occurrence, $3,000,000 aggregate

f) Employment Practices Liability for limits not less than $2,000,000 per occurrence, $2,000,000 aggregate;

g) Cyber Liability for limits not less than $2,000,000 per occurrence, $2,000,000 aggregate; and

h) Funder shall name WestEd as additional insured. Funder shall provide WestEd with appropriate certificate(s) of insurance and of endorsement, including an updated certificate in the event the certificate originally provided expires during the performance period of the Agreement. Funder also understands and agrees that WestEd may withhold payment for services for any violations of the insurance provisions of this Agreement.

7.0 Force Majeure

WestEd will not be liable for any failure to perform as required by this Agreement, if the failure to perform is caused by circumstances reasonably beyond WestEd's control, such as labor disturbances or labor disputes of any kind; accidents; failure of governmental approval required for full performance; civil disorders, insurrections, or commotions; acts of aggression; acts of God; natural disasters (such as earthquakes, floods, tsunamis, etc.); energy or other conservation measures; explosions; failure of utilities; mechanical breakdowns; material shortages or supply chain disruptions; cyberattacks or other compromise of digital systems; disease, pandemic, or other public health crises; theft, vandalism, acts of terrorism, civil disturbance, Acts of war, geopolitical disturbances; or other such occurrences.

8.0 Termination

Either party may terminate this Agreement before performance is completed by giving written notice to the other party at least thirty calendar (30) days before the termination date**.** In the event of termination, WestEd shall cease all work on the Agreement upon receiving written notice of termination. Payment shall be made under the Agreement for all work performed as of the

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effective date of termination and all non-cancelable obligations. WestEd agrees to submit all final invoices with respect to this Section within ninety (90) days of termination of this Agreement. See Section 18 for specifics regarding notice.

CONDUCT AND CAPACITY OF PARTIES

9.0 Conflict of Interest

Funder and WestEd agree that, to the best of each party's knowledge and belief, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest, as defined as, activities or relationships with other persons, organizations or any other third party which would cause either party to be unable or potentially unable to render impartial assistance or advice to the other party or the other party's objectivity in performing the work might be otherwise impaired, or resulting in an unfair competitive advantage, or that Funder or WestEd has disclosed all such relevant information to the other party. Funder and WestEd agree that if an actual or potential organizational conflict of interest is discovered after this Agreement is executed, each party will make a full disclosure in writing to the other party. This disclosure shall include a description of actions which the party has taken or proposes to take, after consultation with the other party, to avoid, mitigate, or neutralize the actual or potential conflict. WestEd or Funder may terminate for convenience this Agreement, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. If Funder or WestEd was aware of a potential organizational conflict of interest prior to the execution of this Agreement or discovered an actual or potential conflict after award and did not disclose or misrepresented relevant information to the other party, the Agreement may be terminated for default, or the parties may pursue such other remedies as may be permitted by law or this Agreement.

10.0 Disputes

The parties will attempt to settle any dispute, claim or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including the determination of the scope (hereinafter a "Dispute"), through good faith negotiations. Such negotiations shall take place face to face, between representatives authorized to settle the Dispute, within 30 days from the date one party provides the other party with written notice of a Dispute, and the legal and factual basis for such Dispute (hereinafter the "Negotiations"). Only in the event that a Dispute cannot be resolved through such good faith Negotiations, either party may submit the Dispute to arbitration in San Francisco, California. The arbitration shall be administered by JAMS, a private, third party alternative dispute resolution provider, pursuant to its Comprehensive Arbitration Rules and Procedures. No party shall file an arbitration demand or complaint until the parties have engaged in good faith Negotiations and such Negotiations have ended in an impasse. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction.

11.0 Non-Discrimination in Employment

No person shall on the ground of race, religion, citizenship, color, disabilities, national origin, sex, age, political affiliation, service in the uniformed services, genetic information or genetic characteristics, ancestry, marital status, sexual orientation, gender identity, gender expression, pregnancy, physical or mental disability, medical condition, or beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded or otherwise financially assisted, in whole or in part with funds made available hereunder.

OTHER CONTRACTUAL PROVISIONS

12.0 No Alteration of Agreement

No alteration, addendum, modification, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties, and no oral understanding or agreement not incorporated herein shall be binding on either of the parties. No inline delineation or alteration shall be accepted or bind WestEd.

13.0 Authority to Sign

Both parties executing this Agreement acknowledge and warrant that they possess the authority to enter into this Agreement on behalf of their respective companies.

14.0 Jurisdiction, Venue, and Governing Law

The parties agree that any legal proceedings arising out the performance of this Agreement shall be filed in the County of San Francisco, State of California. This Agreement shall be governed by the substantive laws California. Funder shall also comply with all applicable Federal and state laws, regulations, standards, orders, and requirements.

15.0 Entire Agreement

This Agreement, together with Exhibits hereto, and any agreements or documents expressly incorporated by reference, is the entire agreement of the parties and supersedes any prior agreements between them, whether written or oral, with respect to the subject matter hereof.

16.0 Severability

If any provision of this Agreement is found by a court to be void, invalid or unenforceable, this Agreement will either be reformed to comply with applicable law or the provision in question will be stricken so as not to affect the validity or enforceability of the remainder of this Agreement.

17.0 Counterparts

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by email delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

18.0 Notices

Any notice or other communication given by one party to the other under this Agreement shall be in writing and will be considered to have been given if delivered by hand or sent by certified United States mail, return receipt requested, or by commercial courier service to the other party at the address stated above or to such other address as may be specified by either party in a notice to the other. Notice is effective upon receipt. Service of legal process by one party on the other relating to a Dispute or an IP Dispute may be accomplished under the provisions of this Section and shall have the same force and effect as if personally served on that party. A copy of any notice or other communication shall also be sent to the Parties' respective email addresses, but such email copy shall not affect the calculation of the effective date of notice.

19.0 Audit

During the term of this Agreement and for a reasonable period of time thereafter, WestEd or its agent shall have the right, with reasonable notice and at mutually agreeable times during regular business hours, on Funder's premises, to examine and make copies of all books and records of Funder insofar as they relate to this Agreement.

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Third-Pary Partnership with American Indian Public Charter School II (AIPCS II)

Scope of Work Submitted by WestEd to AIPCS II

Project Purpose

On June 10, 2025 the Alameda County Office of Education Board of Trustees (ACBOE) approved a Memorandum of Understanding (MOU) for the American Indian Model Public School II (AIPCS II) upon the condition that AIPCS II fund a third party to review and support the collection of accountability metrics. The Accountability Metrics have been developed and agreed upon by AIPCS II and ACOE and are codified in the MOU. WestEd will provide third-party assistance to AIPCS II in reviewing and supporting the collection of these accountability metrics. This partnership aims to ensure timely data collection, transparent reporting, and effective oversight, leading to measurable school improvement.

Objectives

The objectives of this work are to:

1. Facilitate the development and maintenance of a comprehensive Accountability Calendar that ensures the timely collection and reporting of data aligned with agreed-upon accountability metrics
2. Provide expert technical assistance in data validation, assessment, and accountability by reviewing documentation for quality, identifying missing metrics, and using validated data to evaluate progress towards target metrics.
3. Foster collaboration and communication between agencies through regular meetings and updates, addressing identified issues, and guiding corrective actions to ensure consistent progress.

Activities & Deliverables

Task 1: Agency Coordination and Collaboration

1.1 Coordination with AIPCS II. WestEd will hold up to monthly one-hour virtual meetings with AIPCS II data point person to support the coordination of tasks associated with monthly data submission and tri-party meetings.

1.2 Coordination with ACOE. WestEd will hold up to monthly virtual one-hour pre-meetings with ACOE to:

- Support the maintenance and alignment of a 12-month Accountability Calendar
- Provide updates to ACOE on collection of accountability metrics within agreed upon timeline
- Review agendas for tri-party review meetings

1.3 Interagency Meetings. WestEd will facilitate monthly in-person tri-party review meetings to:

- Review trend analysis and provide status updates on data collection, identify patterns
- Review and confirm source documentation quality in EpiCenter, identify missing metrics within agreed upon timelines
- Review any applicable corrective actions

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1.4 Bi-Annual Reflection Sessions. WestEd will conduct two in-person reflection sessions, each lasting three hours, at mid-year and end-of-year intervals. These sessions are designed to facilitate a review of progress in enhancing data collection and analysis processes, ensuring both data quality and accuracy. Additionally, the reflection sessions will help identify opportunities to integrate data collection efforts for both accountability and continuous improvement efforts.

Task 2: Data for Accountability

2.1 WestEd will conduct the following activities to support data for accountability:

- Review and confirm source documentation quality in EpiCenter, identify missing metrics within agreed upon timelines
- Review trend analysis and provide status updates on data collection, identify patterns
- Provide technical data, assessment and accountability expertise

Task 3: Project Management

3.1 WestEd will conduct the following project management activities:

- Support with the creation of a 12-month Accountability Calendar
- Coordination with AIPCS II and ACOE to ensure that WestEd has proper access to all relevant documents, file share platforms, and data platforms
- Documentation of roles and responsibilities, working agreements, and communication and collaboration routines
- Knowledge management, including support with establishing a file share structure
- Scheduling for tri-party meetings and meetings with individual agencies

Project Timeline and Cost

The timeline for this project is August 2025 – June 2026, with a fixed price contract amount of $95,000 for all services provided.

Project Team

WestEd's project team will be led by Christine Han and will be supported by other WestEd team members with expertise in data analysis, accountability systems, and project management.

WestEd Contacts	AIPCS II Contacts
Christine Han Project Lead WestEd chan@wested.org **Erica Boas** Project Advisor WestEd eboas@wested.org **Amber Valdez** Project Advisor WestEd avaldez@wested.org	**Julia Li** Interim Co-Executive Director AIPCS II julia.li@aimsk12.org **Kimi Kean** Board Member AIPCS II kimi.kean@aimsk12.org

Coversheet

Destiny Art Center

Section:	IV. Consent Calendar
Item:	F. Destiny Art Center
Purpose:	Vote
Submitted by:	
Related Material:	AIMS Board Submission Cover Letter - A&M 25-26.pdf AIMS K-12xDestiny_MOU_Fall 2025.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marco Menenderz

Position/Title: Interim Executive Director

Department: K-8 Arts and Music

Item Details

Title of Item: Contract Approval for Destiny Arts - guest arts and music teachers for K-8

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:
In lieu of hiring art and music teachers (4 former positions) we are contracti
Destiny Arts to provide guest teachers for our K-8.

Approvals

Has this item been reviewed and
- [x] Superintendent
- [ ] Chief Business Officer (CBO) (If budget changes)
- [ ] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [x] Yes
- [ ] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
- [x] Yes
- [ ] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ 196,000

Is this expenditure included in the annual budget?
- [x] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other: Arts and Music

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PARTNER CONTRACTOR AGREEMENT

This Contractor Agreement (the "**Agreement**") is made and entered into as of **August 15th, 2025** (*the effective date of contract*) between **AIMS K-12 College Prep**, (the "**Partner**") and **Destiny Arts Center**, (the "**Contractor**") (collectively, the "**Parties**").

A. Scope of Work

Destiny Arts Center agrees to:

- Provide programming that aligns with the vision, mission, youth development model, principles and goals of Destiny Arts Center and the Partner.
- Provide supervision and administrative infrastructure for Destiny Arts Center teaching artists.
- Maintain communication between Destiny Arts Center and the Partner.
- Provide designated Destiny Arts Center teaching artists with training, supervision, and program development to ensure optimum operation of the classes.

B. Programming

Destiny Arts Center agrees to provide the following programming:

- **Creative Youth Development in the artistic areas of Hip Hop Dance, African Dance, Haitian Dance, Capoeira, Drumming and Theatre.**
- Serving **Kindergarten – 5th graders at AIMS K-8 Campus and 6th-8th grade at the Shoong Family Cultural Center**.
- Programming will be from **August 18th, 2025 – January 16th, 2026**
- Excluding all prescheduled federal and school holidays, Monday – Thursday, weekly, 3 Teaching Artists will hold classes for Elementary and 2 Teaching Artists a day will hold classes for the Middle School according to the following schedule:

ELEMENTARY	Monday	Tuesday	Wednesday	Thursday
8:30 - 9:00				
9:00 - 9:30	5A, 5B, 5C	5A, 5B, 5C	5A, 5B, 5C	5A, 5B, 5C
9:30 - 10:00	KA,KB	KA, KB	KA,KB	KA, KB
10:00 - 10:30				
10:30 - 11:00	1A, 1B	1A, 1B	1A, 1B	1A, 1B
11:00 - 11:30				
11:30 - 12:00	2A, 2B, 2C	2A, 2B, 2C	2A, 2B, 2C	2A, 2B, 2C
12:00 - 12:30				

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12:30 - 1:00				
1:00 - 1:30	3A, 3B, 3C	3A, 3B, 3C	3A, 3B, 3C	3A, 3B, 3C
1:30 - 2:00				
2:00 - 2:30	4A, 4B, 4C	4A, 4B, 4C	4A, 4B, 4C	4A, 4B, 4C
MIDDLE	Monday	Tuesday	Wednesday	Thursday
9:30 - 10:30	7 UCB/Harvard	7 Brown/Yale	7 UCB/Harvard	7 Brown/Yale
10:30 - 11:00				
11:00 - 12:00	6 UCLA/UCSD	6 USF/UCSB	6 UCLA,UCSD	6 USF, UCSB
12:00 - 12:30				
12:30 - 1:45				
1:45 - 2:45	8 CalTech/Gonzag	8 Princeton/Georgetown	8 CalTech/Gonzag	8 Princeton/Georgetown

- Destiny Teaching Artists will also support lunch periods and assist during dismissal at the end of the day.
- All Destiny Arts Center Classes provide Social Emotional Learning through our 30+ year honed Creative Youth Development Framework. (attached)
- Each class will attempt to provide a culminating showcase of learned techniques and self-created art for all participants of the program.
- Showcasing may include recording of students, in which case, Destiny will work with partner to obtain necessary photo/recording release paperwork from caregivers.
- Site will be responsible for enrolling students and providing teaching location.
- There will be a maximum of 30 students in each one hour-long class session.
- In the event that schools return to remote learning, Destiny Arts Center is equipped to pivot to providing Virtual Classes via Zoom and other media channels.

C. **Evaluation and Tracking**

Destiny Arts Center agrees to:

- follow requirements of sites in regards to attendance policies and record keeping.
- administer its own evaluations to ensure the quality of programming at the site
- collect demographic information (gender and ethnicity) from all students in Destiny Arts Center classes for evaluation and data entry purposes if necessary.

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- collect parent/guardian contact information to keep parents/guardians abreast of Destiny events that their child will participate in.
- obtain consent from all students and their parents/guardians to participate in off-site activities.

D. Communication

- Destiny Arts Center will provide the school with accurate contact information for each Destiny Arts Center teaching artist.
- Destiny Arts Center's teaching artist will contact the Site Coordinator immediately if they are running late or will be unable to teach class for any reason.
- Destiny Arts Center will attempt to provide replacement staff if the primary teaching artist is unable to attend and will inform the Site Coordinator of any changes.
- Inability to find a suitable substitute for classes may result in cancellation of classes; however, Destiny Arts Center Staff will inform Site Coordinators of this possibility as soon as possible and attempt to schedule a make-up class.

E. Operating Agreements

- Destiny Arts Center teaching artist will not leave youth unattended in the program area and will immediately address any inappropriate youth behavior in a manner that honors the sites rules and practices.
- If there is an incident, Destiny Arts Center staff will report immediately to the Head of School and/or Site Coordinator.
- Destiny Arts Center teaching artists will arrive 15 minutes before classes start to ensure proper preparation for classes.

F. Safety Agreements

- Each Destiny Arts Center teaching artist will be background checked via LiveScan fingerprinting and tested for TB before beginning classes.
- Destiny Arts Center is committed to providing a safe, violence-free environment in which to learn and practice. In this regard, it is strictly prohibited for anyone involved in Destiny Arts Center to act in a violent or threatening manner. If any Destiny Arts Center staff member observes or becomes aware of violent or threatening conduct by a student, an employee, contractor, visitor or anyone else, he or she will notify a school administrator immediately.

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G. **Fees and Payment Terms**

The total cost of for the Destiny Arts Center program described above for the time noted is due by the Partner is **$196,000.**

Destiny Arts Center Installment Schedule:

Program Period	Invoice Due	Payment Due	Amount
8/18/25-10/31/25	9/1/25	9/30/25	$98,000
11/1/25-1/15/26	12/15/25	1/15/26	$98,000

I. **Term and Termination**

This Agreement takes effect immediately as of the Effective Date, and remains in full force and effect until the Contractor has completed the Services (the "**Term**"), unless earlier terminated.

Either Party may terminate this Agreement for cause by providing the other Party written notice if the other Party: (i) is in material breach of this Agreement and has failed to cure such breach within five (5) days after its receipt of written notice of such breach provided by the non-breaching Party; (ii) engages in any unlawful business practice related to that Party's performance under the Agreement; or (iii) files a petition for bankruptcy, becomes insolvent, acknowledges its insolvency in any manner, ceases to do business, makes an assignment for the benefit of its creditors, or has a receiver, trustee or similar party appointed for its property.

J. **Force Majeure**

Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

K. **Non-Compete Clause**

The Partner agrees that for a period of 3 years after completion of this project/service, they cannot solicit any Destiny Teaching Artist to independently perform similar duties as were performed during this program or teach similar art forms that Destiny provides.

L. **Representations**

Both Parties represent that they are fully authorized and empowered to enter into this Agreement, and that the performance of the obligations under this Agreement will not violate or infringe upon the rights of any third-party, or violate any agreement between

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the Parties and any other person, firm or organization or any law or governmental regulation. This Agreement shall not be assigned by either party without the express consent of the other party.

This Agreement may be amended only by written agreement duly executed by an authorized representative of each party (email is acceptable). A failure or delay in exercising any right, power or privilege in respect of this Agreement will not be presumed to operate as a waiver, and a single or partial exercise of any right, power or privilege will not be presumed to preclude any subsequent or further exercise, of that right, power or privilege or the exercise of any other right, power or privilege.

M. **Indemnification**

The Contractor shall indemnify and hold harmless the Company, its affiliates, and its respective officers, directors, agents and employees from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of, or relating to, the Contractor's services under this Agreement.

N. **Liability**

Except with respect to the parties' indemnification obligations, neither party shall be liable to the other for any special, indirect, incidental, punitive or consequential damages arising from or related to this agreement, including bodily injury, death or related to this agreement, including bodily injury, death, loss of revenue, or profits or other benefits, and claims by any third party, even if the parties have been advised of the possibility of such damages. The foregoing limitation applies to all causes of action in the aggregate, including without limitation to breach of contract, breach of warranty, negligence, strict liability, and other torts. Neither part shall be found liable if "forces of nature" prevent fulfillment of the obligations of this agreement. Either party may terminate this agreement, only if all feasible attempts have been made at fulfillment.

O. **Confidential Information**

Each Party (on its behalf and on behalf of its subcontractors, employees or representatives, or agents of any kind) agrees to hold and treat all confidential information of the other Party, including, but not limited to, trade secrets, curriculum, employee and student information and any other information that the receiving Party reasonably should know is confidential ("**Confidential Information**") as confidential and protect the Confidential Information with the same degree of care as each Party uses to protect its own Confidential Information of like nature.

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Confidential Information does not include any information that (i) at the time of the disclosure or thereafter is lawfully obtained from publically available sources generally known by the public (other than as a result of a disclosure by the receiving Party or its representatives); (ii) is available to the receiving Party on a non-confidential basis from a source that is not and was not bound by a confidentiality agreement with respect to the Confidential Information; or (iii) has been independently acquired or developed by the receiving Party without violating its obligations under this Agreement or under any federal or state law.

P. Law and Jurisdiction

This Agreement is be governed by and construed in accordance with the laws of the State of California without reference to any principles of conflicts of laws, which might cause the application of the laws of another state. Any action instituted by either party arising out of this Agreement will only be brought, tried and resolved in the applicable federal or state courts having jurisdiction in the State of California. EACH PARTY HEREBY CONSENTS TO THE EXCLUSIVE PERSONAL JURISDICTION AND VENUE OF THE COURTS, STATE AND FEDERAL, HAVING JURISDICTION IN THE STATE OF CALIFORNIA.

Q. Accepted and Agreed

Marco Menendez Date **08/17/2025**

Marco Menendez
Executive Director
AIMS K-12 College Prep

Date

Mike Lee
Deputy Director
Destiny Arts Center

Coversheet

Tool Box Project

Section:	IV. Consent Calendar
Item:	G. Tool Box Project
Purpose:	Vote
Submitted by:	
Related Material:	tool box Submission Cover Letter - fillable.pdf Quote 2248.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marco Menendez
Position/Title: Interim ED
Department: Admin

Item Details

Title of Item: Tool Box Project
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and

- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/5/25

Financial Information (if applicable):

Total Cost: $ 20,971.01

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☑ Other:

Quote No. 2248

TOOLBOX PROJECT®
TOOLS FOR LEARNING ▲ TOOLS FOR LIFE

Bill To:
AIMS Middle School College Prep
Mikeal Wooten
71 12th Street
Oakland, CA 94607

Ship To:
AIMS Middle School College Prep
71 12th Street
Oakland, CA 94607

Primary Contact(s):
Mikeal Wooten
mikael.wooten@aimsk12.org
Mikeal Wooten

Vendor/Bidder#

Date: 08/05/2025

Implementation Type:
Material Order or Material Reorder

Training Date(s):

Toolbox Project PBLLC
P.O. Box 280
Sebastopol, CA 95473

+17072003617
orders@toolboxproject.com
Tax/VAT No.: 81-1208238

Project manager:
Laurel Collin

Prices valid up to 30 days from the date of the quote.

Product Name	Quantity	Price	Total
Curricula			**6,786.00**
K-6 Essential Toolbox (English) One each for the K-8 teachers and the Principal.	28	82.00	2,296.00
K-3 Lesson Plan (Supplemental to Essential Toolbox) One each for the K-3 teachers.	8	185.00	1,480.00
4-6 Lesson Plan (Supplemental to Essential Toolbox) One each for the 4-8 teachers.	16	185.00	2,960.00
Administrators Guide One for the Principal.	1	50.00	50.00
Classroom/ Student Materials			**2,992.00**
K-3 Manila Toolboxes (Cardstock sets of 30) One bundle each for the K-3 teachers. Each K-3 student gets a K-3 Manila Toolbox. There will be some extras.	8	25.00	200.00
K-3 Large Toolcards (B&W, sets of 30, English) One bundle each for the K-3 teachers. Each K-3 student will get a set of the K-3 Large Toolcards. There will be some extras.	8	28.00	224.00
4-6 Small Toolcards (B&W, sets of 32, English) One bundle each for the 4-8 teachers. Each 4th-8th student will get a set of the 4-6 Small Toolcards. There will be some extras.	16	23.00	368.00
4-6 Toolbox Student Journals (English) One 4-8 journal for each of the 4th-8th students.	400	5.50	2,200.00
Fan Deck			**610.50**
K-6 Fan Deck (English) One each for the K-8 teachers, Instructional Assistants and Principal.	33	18.50	610.50

TOOLBOX PROJECT®
TOOLS FOR LEARNING ▲ TOOLS FOR LIFE

Quote No. 2248

Product Name	Quantity	Price	Total
Posters			**896.00**
K-3 Feelings Poster (Color, 18 × 24) One each for the K-3 teachers classrooms.	11	13.75	151.25
4-6 Feelings Poster (Color, 18 × 24) One each for the 4-8 teachers classrooms.	19	13.75	261.25
K-3 12 Tools Poster (Color, 24 × 36) English One each for the K-3 teachers classrooms.	11	15.75	173.25
4-6 Tools for the Journey Poster (Color, 24 × 36) English One each for the 4-8 teachers classrooms.	19	15.75	299.25
K-6 Administrators Poster (Color, 12 × 18) One for the school office or Principal's office.	1	11.00	11.00
Puppet Set			**880.00**
K-3 Puppets (Character set of 4) One set for each of the K-3 teachers.	8	110.00	880.00
Book Set			**5,275.00**
Grades K-1 Book Set One set each for the K-1 teachers.	4	195.00	780.00
Grades 2-3 Book Set One set each for the 2-3 teachers.	4	195.00	780.00
Grades 4-6 Book Set One set each for the 4-8 teachers.	16	195.00	3,120.00
Grades K-6 Complete Book Set One set for the Library.	1	595.00	595.00
Shipping and Handling			**1,743.95**
Shipping and Handling 10% on materials	1	1,743.95	1,743.95
		Subtotal:	**19,183.45**
		Tax:	1,787.56
		Total (USD):	**20,971.01**

Important Information

Terms of Sale:

Scheduling Training Date(s):
We will schedule your training dates once we receive payment or a purchase order (PO).

Materials:
If you are purchasing training and materials, your materials will be shipped 2 weeks prior to your training date.
If you are just purchasing materials we will ship you your materials once we receive a payment or a purchase order (PO).

Payment:
If you are wanting to pay by credit card there will be a 3.3% + .30 cents fee added to the total amount.
Purchase Orders are also accepted.

Email orders and purchase orders to:
orders@toolboxproject.com

Quote No. 2248

Book Sets:
Availability and binding of children's trade books sold by Toolbox Project PBLLC are subject to change without notice.
At this time all book sets are taking longer than 1 month to process and ship.

Additional Materials:
This quote may not list all the products/materials we offer. Visit our website for a full list of materials and their descriptions.
We also offer a wider range of materials in Spanish and English/Spanish.

Thank you for your interest in Toolbox Project, we look forward to working with you!

Coversheet

Removal/Disposal of Surplus/Obsolete/Unusable Property

Section: IV. Consent Calendar
Item: H. Removal/Disposal of Surplus/Obsolete/Unusable Property
Purpose: Vote
Submitted by:
Related Material:
Junk Kings AIMS Board Submission Cover Letter - fillable.pdf
Junk King Estimate_Redacted.pdf
AIMS Surplus_Obsolete_Unusable Property For Removal 8-19-2025.xlsx - Furntiture.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Marco Menendez
Position/Title: Interim ED
Department: Admin

Item Details

Title of Item: Junk Kings
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and

- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☐ Yes ☑ No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ 5,201.00

Is this expenditure included in the annual budget?

☐ Yes ☑ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☑ Other:

End of the Board Submission Cover Letter | Version: Spring 2024

Laila Ahmad
Nutritional Service Coordinator
AIMS K-12 College Prep Charter District
171 12th Street | Oakland | CA 94607
[redacted]

---------- Forwarded message ---------
[redacted]

JUNK KING
a neighborly company

Estimate

Estimate Date: 08/15/2025
Amount:
Total: $5,201.00

Thank you for allowing Junk King to give you an estimate for your junk removal needs.

Our estimate includes all labor, tax, and dump fees and we will beat any written estimate.

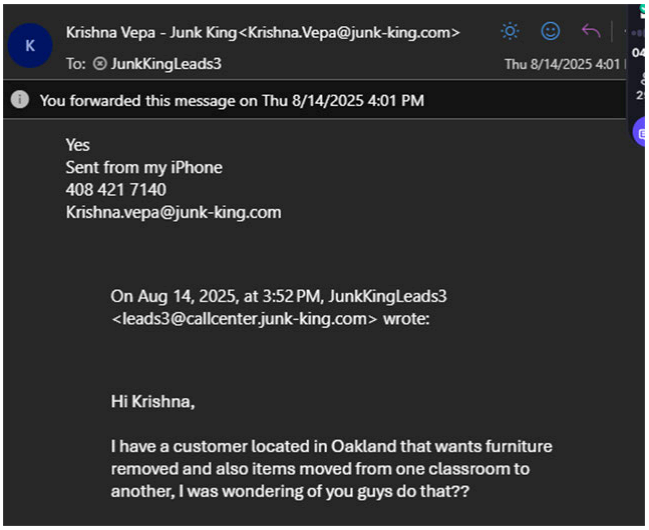
We are a licensed and insured service that recycles or donates up to 60% of the items we haul from your location. We call ahead, show up on time and leave your property clean and tidy.

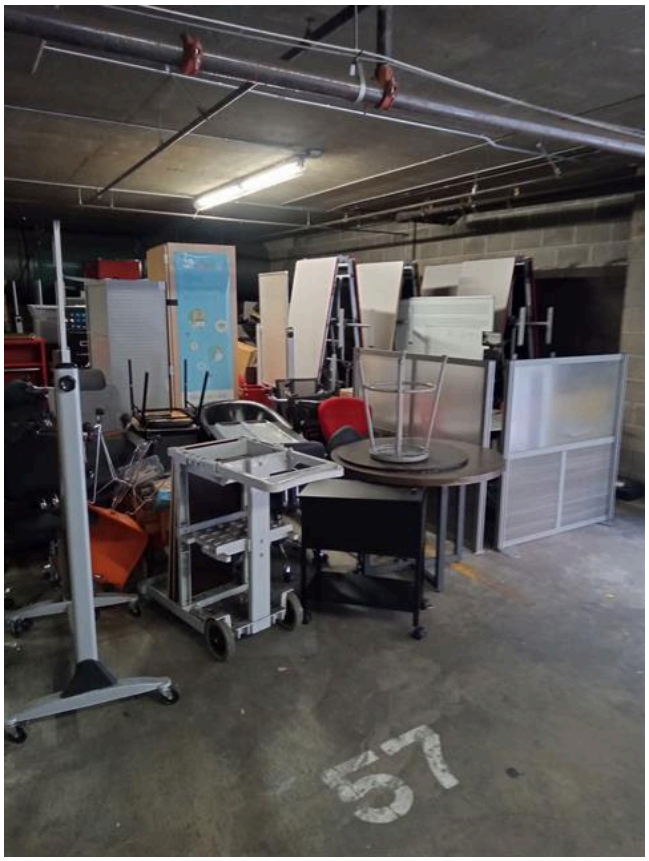
Please make sure the name, address, and phone number below are correct. If anything is incorrect, please call us at 1.888.888.JUNK (5865) or email us at callcenter@junk-king.com.

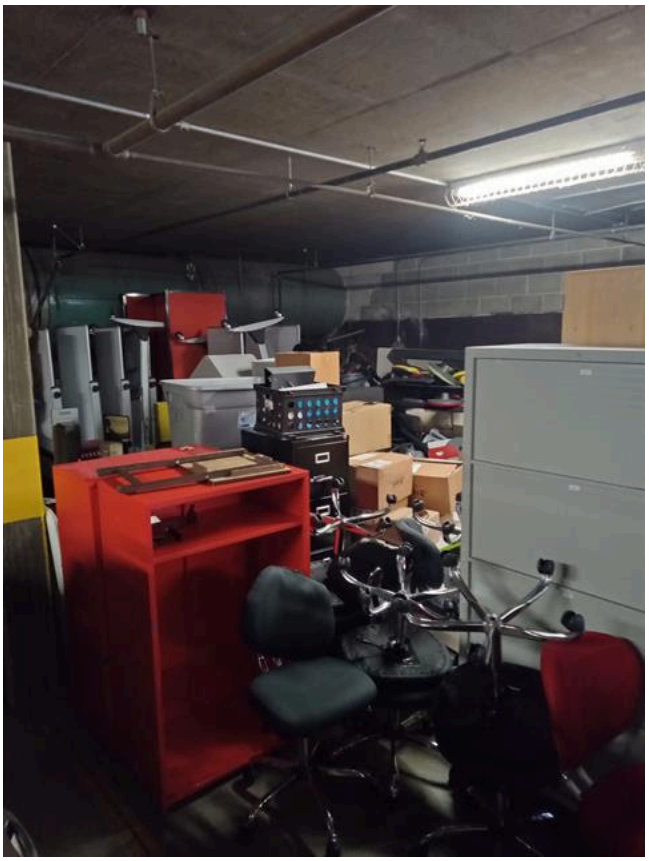
Estimate #:	JK3659955
Date:	08/15/2025
Name:	Laila Ahmad
Address:	[redacted]

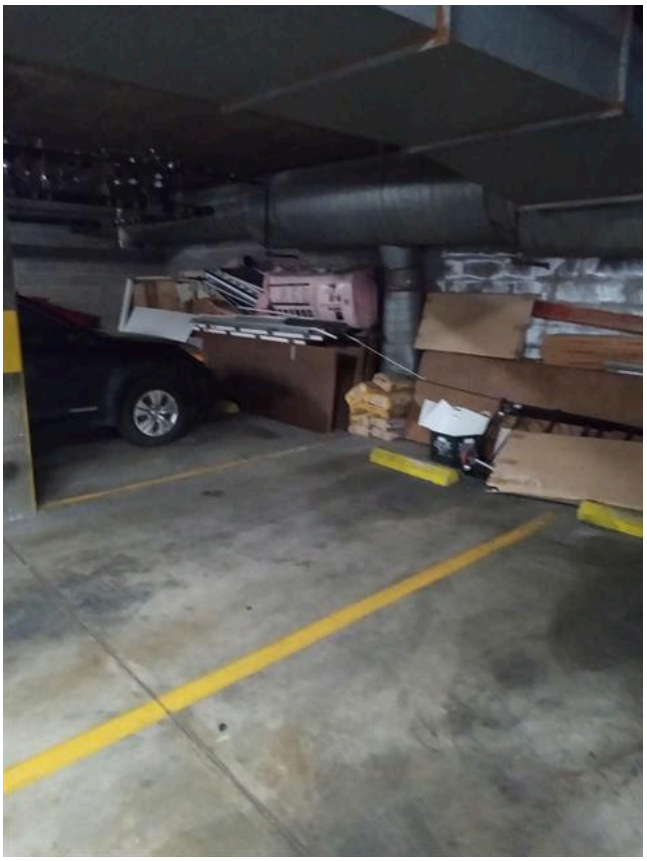
Junk Removal, 5 load(s):	$4,640.00
Labor (x4.00):	$720.00
Gas Surcharge (x5.00):	$125.00
Discounts:	$284.00

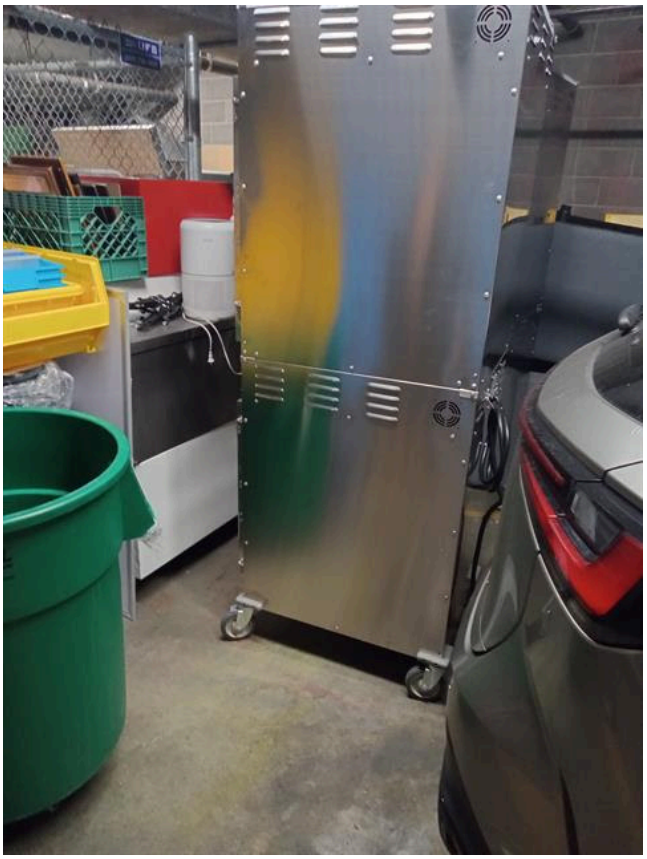
Photos

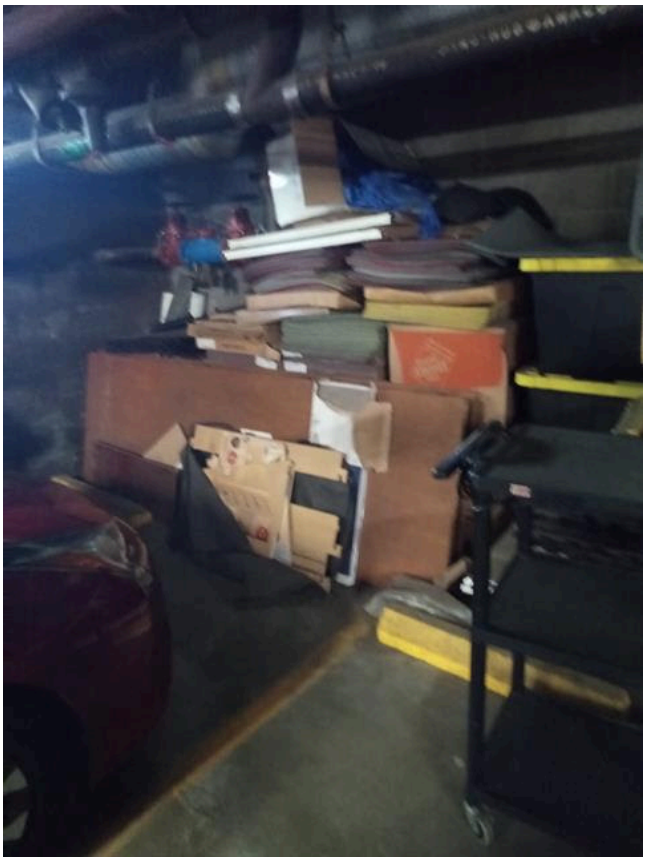

K
Krishna Vepa - Junk King<Krishna.Vepa@junk-king.com>
To: JunkKingLeads3
Thu 8/14/2025 4:01
You forwarded this message on Thu 8/14/2025 4:01 PM
Yes
Sent from my iPhone
408 421 7140
Krishna.vepa@junk-king.com
On Aug 14, 2025, at 3:52 PM, JunkKingLeads3 <leads3@callcenter.junk-king.com> wrote:
Hi Krishna,
I have a customer located in Oakland that wants furniture removed and also items moved from one classroom to another, I was wondering of you guys do that??











Remember, Junk King will beat any written estimate. If you have questions about the value of our service as compared to our competitors, debris boxes, or doing it yourself, please don't hesitate to call us!

We're confident you'll be happy with Junk King from start to finish.

Thanks again for the opportunity to earn your business.

Your friends at Junk King Alameda.

Item Description	Quantity	Department	Condition
glass desk	1	Central Office	broken
small office chairs	25	instruction	worn/old
large office chairs	3	Central office	worn/old
student desk w/chairs	10	Instruction	worn/old
tables	6	Instruction	worn/old
sofa unit (1 seat)	10	Central office	worn/old
Coffee Table	1	Central office	worn/old
Book Shelves	4	Instruction	worn/old
outdoor benches	10	Operations	worn/old

Coversheet

Board On Track Renewal

Section:	IV. Consent Calendar
Item:	I. Board On Track Renewal
Purpose:	Vote
Submitted by:	
Related Material:	invoice_2024-27956.pdf Board on track submission cover letter.pdf

Invoice #2024-27956

We've moved!

Our remittance address has changed to:
TransAct Communications LLC
PO Box 713652
Chicago, IL 60677-0431

From

BoardOnTrack, Inc.
19217 36th Ave W Suite 213
Lynnwood, WA 98036

Bill To

AIMS College Prep Charter District, CA
171 12th st.
Oakland, CA 94607-4900
United States

Invoice Summary

Invoice Number	2024-27956
Renewal Date	07/01/2025
Due Date	08/22/2025
Invoice Date	07/29/2025
Amount Due (USD)	$ 13,495.00

Description	Rate	Amount
BoardOnTrack Membership for the term 07/01/2025 through 06/30/2026.	13,495.00000	13,495.00
	Amount Due (USD)	$ 13,495.00

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Ahsjanae Hutchings
Position/Title: Executive Assistant to the Board of Directors
Department: Admin

Item Details

Title of Item: Board On Track Renewal
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
☐ Superintendent
☑ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
☑ Yes ☐ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
☑ Yes ☐ No
If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/25

Financial Information (if applicable):

Total Cost: $ 13,495
Is this expenditure included in the annual budget?
☑ Yes ☐ No
Please specify in which plan this expense is indicated:
☐ SPSA ☐ LCAP ☑ Other:

Coversheet

CA Dashboard MOU

Section: IV. Consent Calendar
Item: J. CA Dashboard MOU
Purpose: Vote
Submitted by:
Related Material:
StudentDataPrivacyAgreement_withMOU_MultipleMeasures_AIMS-K12-College-Prep.pdf

STUDENT DATA PRIVACY AGREEMENT
and
MEMORANDUM OF UNDERSTANDING
(SERVICE AGREEMENT)

***** AIMS K12 COLLEGE PREP *****

and

MULTIPLE MEASURES, LLC

July 16, 2025

STUDENT DATA PRIVACY AGREEMENT

This Student Data Privacy Agreement ("DPA") is entered into by and between the AIMS K12 COLLEGE PREP (hereinafter referred to as "LEA") and Multiple Measures, LLC (hereinafter referred to as "Provider") on July 16, 2025. The Parties agree to the terms as stated herein.

RECITALS

WHEREAS, the Provider has agreed to provide the Local Education Agency ("LEA") with certain digital educational services ("Services"); and

WHEREAS, in order to provide the Services, the Provider may receive and the LEA may provide documents or data that are covered by several Federal and State statutes, among them, the Federal Educational and Privacy rights Act ("FERPA") at 12 U.S.C. 1232g, Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment ("PPRA") 20 U.S.C. 1232 h; and

WHEREAS, the Parties wish to enter into this DPA to ensure that the Services conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties; and

NOW THEREFORE, the parties agree as follows:

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA**. The purpose of this DPA is to describe the duties and responsibilities to protect student data transmitted to Provider from the LEA, including compliance with all applicable privacy statutes, including the FERPA, PPRA, and COPPA. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA. Control duties are set forth below.

2. **Nature of Services Provided**. The Provider has agreed to provide the following digital educational services described below and as may be further outlined in Exhibit "A" hereto:

   Assessment Reporting and Data Analytics

3. **Student Data to Be Provided**. In order to perform the Services, LEA shall provide the categories of data described below or as indicated in the Schedule of Data, attached hereto as Exhibit "B":

   See Exhibit B

4. **DPA Definitions**. The definition of terms used in this DPA is found in Exhibit "C". In the event of a conflict, definitions used in this DPA shall prevail over any term used in any agreement for Services.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA**. All Student Data or any other Pupil Records transmitted to the Provider is and will continue to be the property of and under the control of the LEA. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data or any other Pupil Records contemplated shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEAs as it pertains to the use of student data notwithstanding the above. Provider may create a transfer pupil-generated content to a separate account, according to the procedures set forth below.
2. **Parent Access**. Provider and the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review personally identifiable information on the pupil's records, correct erroneous information, and procedures for the transfer of pupil-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner to the LEA's request for personally identifiable information in a pupil's records held by the Provider to view or correct as necessary. In the event that a parent of a pupil or other individual contacts the Provider to review any of the Pupil Records of Student Data accessed pursuant to the Service Agreement, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account**. Provider shall, at the request of the LEA, transfer Student generated content to a separate student account.
4. **Third Party Request**. Should a Third Party, including law enforcement and government entities, contact Provider with a request for data held by the Provider pursuant to the Service Agreement, the Provider shall redirect the Third Party to request the data directly from the LEA. Provider shall notify the LEA in advance of a compelled disclosure to a Third Party unless legally prohibited.
5. **No Unauthorized Use**. Provider shall not use Student Data or information in a Pupil Record for any purpose other than as explicitly specified in the Service Agreement.
6. **Subprocessors**. Provider shall enter into written agreements with all Subprocessors performing functions pursuant to the Service Agreement, whereby the Subprocessors agree to be bound by the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data In Compliance With FERPA**. LEA shall provide data for the purposes of the Service Agreement in compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. section 1232g, AB 1584 and the other privacy statutes quoted in this DPA.
2. **Reasonable Precautions**. LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted data.
3. **Unauthorized Access Notification**. LEA shall notify Provider promptly of any known or suspected unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.
4. **LEA Representative**. At request of Provider, LEA shall designate an employee or agent of the LEA as the LEA representative for the coordination and fulfillment of the duties of this DPA.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance**. The Provider shall comply with all California and Federal laws and regulations pertaining to data privacy and security, including but not limited to FERPA, COPPA, and PPRA.

2. **Authorized Use**. The data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services stated herein and/or otherwise authorized under the statutes referred to in subsection (1), above.
3. **Employee Obligation**. Provider shall require all employees and agents who have access to Student Data to comply with all applicable provisions of FERPA laws with respect to the data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure**. LEA shall not disclose any data obtained under the Service Agreement in a manner that could identify an individual student to any other entity in published results of studies as authorized by the Service Agreement. Deidentified information may be used by the vendor for the purposes of development and improvement of educational sites, services, or applications.
5. **Disposition of Data**. Provider shall dispose of all personally identifiable data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained and transfer said data to LEA or LEA's designee within 60 days of the date of termination and according to a schedule and procedure as the Parties may reasonably agree. Nothing in the Service Agreement authorizes Provider to maintain personally identifiable data obtained under the Service Agreement beyond the time period reasonably needed to complete the disposition. Disposition shall include (1) the shredding of any hard copies of any Pupil Records; (2) Erasing; or (3) Otherwise modifying the personal information in those records to make it unreadable or indecipherable. Provider shall provide written notification to LEA when the Data has been disposed. The duty to dispose of Student Data shall not extend to data that has been de-identified or placed in a separate Student account, pursuant to the other terms of the DPA. Nothing in the Service Agreement authorizes Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposition.
6. **Advertising Prohibition**. Provider is prohibited from using Student Data to (a) market or advertise to students or families/guardians; (b) inform, influence, or enable marketing, advertising, or other commercial efforts by a Provider; or (c) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the Service to Client.

ARTICLE V: DATA PROVISIONS

1. **Data Security**. The Provider agrees to abide by and maintain adequate data security measures to protect Student Data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of Provider are set forth below. Provider may further detail its security programs and measures in in Exhibit "D" hereto. These measures shall include, but are not limited to:

   a. **Passwords and Employee Access**. Provider shall make best efforts practices to secure usernames, passwords, and any other means of gaining access to the Services or to Student Data, at a level suggested by Article 4.3 of NIST 800-63-3. Provider shall only provide access to Student Data to employees or contractors that are performing the Services. As stated elsewhere in this DPA, employees with access to Student Data shall have signed confidentiality agreements regarding said Student Data. All employees with access to Student Records shall pass criminal background checks.

   b. **Destruction of Data**. Provider shall destroy all personally identifiable data obtained under the Service Agreement when it is no longer needed for the purpose for which it was obtained or transfer said data to LEA or LEA's designee, according to a schedule and procedure as the parties may reasonable agree. Nothing in the Service Agreement authorizes Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposition.

   c. **Security Protocols**. Both parties agree to maintain security protocols that meet industry best practices in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Provider shall maintain all data obtained or generated pursuant to the Service Agreement in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to the Service Agreement, except as necessary to fulfill the purpose of data requests by LEA.

   d. **Employee Training**. The Provider shall provide periodic security training to those of its employees who operate or have access to the system. Further, Provider shall provide LEA with contact information of an employee who LEA may contact if there are any security concerns or questions.

   e. **Security Technology**. When the service is accessed using a supported web browser, Secure Socket Layer ("SSL"), or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe secure only to authorized users. Provider shall host data pursuant to the Service Agreement in an environment using a firewall that is periodically updated according to industry standards.

   f. **Security Coordinator**. Provider shall provide the name and contact information of Provider's Security Coordinator for the Student Data received pursuant to the Service Agreement

   g. **Subprocessors Bound**. Provider shall enter into written agreements whereby Subprocessors agree to be bound to the same requirements and duties as set forth in Article IV of the Service Agreement and shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article.

2. **Data Breach**. In the event that Student Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to LEA within a reasonable Service Agreement of time of the incident. Provider shall follow the following process:

   a. The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described herein under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.

   b. The security breach notification described above in section 2(a) shall include, at a minimum, the following information:

      i. The name and contact information of the reporting LEA subject to this section.

      ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

      iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.

      iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.

      v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.

   c. At LEA's discretion, the security breach notification may also include any of the following:

      i. Information about what the agency has done to protect individuals whose information has been breached.

      ii. Advice on steps that the person whose information has been breached may take to protect himself or herself.

   d. Any agency that is required to issue a security breach notification pursuant to this section to more than 500 California residents as a result of a single breach of the security system shall electronically submit a single sample copy of that security breach notification, excluding any personally identifiable information, to the Attorney General. Provider shall assist LEA in these efforts.

   e. At the request and with the assistance of the LEA, Provider shall notify the affected parent, legal guardian or eligible pupil of the unauthorized access, which shall include the information listed in subsections (b) and (c), above.

ARTICLE VI: MISCELLANEOUS

1. **Term**. The Provider shall be bound by this DPA for the duration of the Service Agreement or so long as the Provider maintains any Student Data. Notwithstanding the foregoing, Provider agrees to be bound by the terms and obligations of this DPA for no less than three (3) years.
2. **Termination**. In the event that either party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated.
3. **Effect of Termination Survival**. If the Service Agreement is terminated, the Provider shall destroy all of LEA's data pursuant to Article V, section 1(b).
4. **Priority of Agreements**. This DPA shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA. In the event there is conflict between the terms of the DPA and the Service Agreement, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect
5. **Notice**. All notices or other communication required or permitted to be given hereunder must be in writing and given by personal delivery, facsimile or e-mail transmission (if contact information is provided for the specific mode of delivery), or first class mail, postage prepaid, sent to the addresses set forth herein.
6. **Application of Agreement to Other Agencies**. Provider may agree by signing the Form of General Application be bound by the terms of this DPA for the services described therein for any Successor Agency who signs a Joinder to this DPA.
7. **Entire Agreement**. This DPA constitutes the entire agreement of the parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both parties. Neither failure nor delay on the part of any party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.
8. **Severability**. Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.

9. **Arbitration of Disputes**. The parties agree that any controversy or claim arising out of or relating to this DPA or breach of this DPA shall be settled by arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Arbitration shall be the exclusive forum for the resolution of any controversies, claims, or disputes arising out of or relating to this DPA. The neutral arbitrator shall be jointly chosen by both parties either from a list of arbitrators supplied by the American Arbitration Association, or a n alternate source by agreement of the parties. The decision of the arbitrator, including determination of the damages suffered, if any, shall be exclusive, final and binding on the parties. The arbitrator shall only have the authority to award traditional contract remedies, and any award shall not exceed the maximum value of this DPA. Each party shall be solely and exclusively responsible for its costs of arbitrating any dispute, with the sole exception of the fee of the arbitrator, the record or transcript of the arbitration, and the cost of the facilities for the arbitration, which shall be borne equally by both parties.

[*Memorandum of Understanding follows*]

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU" and/or “Service Agreement”) is entered into by and between AIMS K12 COLLEGE PREP (hereinafter referred to as "LEA") and Multiple Measures, LLC (hereinafter referred to as "Provider") on July 16, 2025. This document states and clarifies the duties and agreements offered by each of the participants.

RECITALS

WHEREAS, Provider has offered to provide LEA with certain digital educational services ("Services"); and

WHEREAS, the Parties herein are also entering into a Student Data Privacy Agreement (“SDPA”), governing the exchange and use of private student information; and

WHEREAS, in order to provide the Services, LEA may supply, and Provider may receive documents and/or data that are covered by several Federal and State statutes, among them, the Federal Educational and Privacy rights Act ("FERPA") at 12 U.S.C. 1232g, Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment ("PPRA") 20 U.S.C. 1232 h; and

WHEREAS, the Parties herein desire to enter into this Service Agreement, setting forth the services to be provided by Provider, as well as requirements to be met by LEA.

NOW THEREFORE, the parties agree as follows:

ARTICLE I: PURPOSE AND SCOPE

1. **Description of Cooperative Agencies**. Multiple Measures, LLC, a business of digital educational services who specializes in Assessment Reporting and Analytics, offers services to public school districts and charter schools for Multiple Measures Assessment Reporting Service (MMARS™). AIMS K12 College Prep is an LEA that governs a California public school.

NOW, THEREFORE, it is hereby agreed by and between parties as follows:

2. **Roles and Responsibilities**.
    1) LEA acknowledges that Provider has no access to the test and student data, except through the LEA, and pursuant to the SDPA.
    2) LEA is to acquire state/interim/benchmark test data desired for reporting by means of exporting the data files from the test publisher, in the manner and format required by Provider.
    3) LEA agrees to deliver the test data to Provider, along with the time and effort required to acquire said data from the test publisher.
    4) LEA is to submit the data referred to above to Provider, via the secure file upload tool required by Provider, and according to the rules stated and outlined in the SDPA. Once received, Provider will process the data provided by LEA in a time-effective manner. Provider will create Analytics Reports and deliver said reports to LEA via Multiple Measures Ready Reports™, a secure portal to which authorized LEA end-users can login and view and/or download their reports.
    5) Provider agrees to provide the Assessment Reporting and Analytics services along with the time and effort required to carry out the agreed processes.

6) Provider agrees to offer customer support to LEA end-users at no additional cost. Customer support is available by email, online, or by telephone during standard business hours.

7) Provider agrees to provide LEA with credentials required for secure access to Multiple Measures Ready Reports™ and Provider's secure file upload tool.

3. <u>Special Treatment of Aggregate Reporting of Small Group Sizes</u>.

1) LEA acknowledges that the California Department of Education (CDE) has established guidelines for aggregate reporting of small groups, such that *any group or subgroup that contains fewer than 11 students is not reported publicly*, due to the risk of identification of the individual students.

2) From time to time, LEA may request that Provider deliver reports containing fewer students.

3) LEA acknowledges that Provider's release of this information to LEA is contrary to CDE's guidelines, and that LEA assumes full responsibility for any sharing of this information, and indemnifies and holds Provider harmless for any improper use or distribution.

4) LEA further certifies that these types of reports will be used internally only, with persons having a "need to know", and will not be shared publicly in any way, including in school board meetings or with school board members.

4. <u>Scope</u>. LEA has requested that Provider deliver reports for the following tests:

- State Assessments
  - SBAC
  - CAST
  - ELPAC
  - CAA
- Benchmark Assessments
  - To be determined
    (e.g. iReady, STAR, NWEA-MAP, IXL, ICA, IAB, etc.)

[*Signature Page Follows*]

IN WITNESS WHEREOF, the parties have executed this Student Data Privacy Agreement and Data Sharing Addendum and Memorandum of Understanding as of the last day noted below.

AIMS K12 COLLEGE PREP

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

MULTIPLE MEASURES, LLC

By: _____ Date: _____

Printed Name: Craig Clifford Title/Position: CEO

EXHIBIT "A"

DESCRIPTION OF SERVICES

Assessment Reporting and Data Analytics, for
annual and benchmark assessments;
includes reports for groups, subgroups, and pupils.

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if used by your system
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.	
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	
Assessment	Standardized test scores	X
	Observation data	X
	Other assessment data-Please specify: Local Assessments, Classroom Grades, SEL Assessments and Surveys	X
Attendance	Student school (daily) attendance data	X
	Student class attendance data	X
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	X
Demographics	Date of Birth	X
	Place of Birth	
	Gender	X
	Ethnicity or race	X
	Language information (native, preferred or primary language spoken by student)	X
	Other demographic information-Please specify:	CALPADS, SIS
Enrollment	Student school enrollment	X
	Student grade level	X
	Homeroom	X
	Guidance counselor	X
	Specific curriculum programs	X
	Year of graduation	X
	Other enrollment information-Please specify:	
Parent/Guardian Contact Information	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	X
	Teacher names	X

Category of Data	Elements	Check if used by your system
Special Indicator	English language learner information	X
	Low income status	X
	Medical alerts	
	Student disability information	X
	Specialized education services (IEP or 504)	X
	Living situations (homeless/foster care)	X
	Other indicator information-Please specify:	
Category of Data	**Elements**	**Check if used by your system**
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	X
	State ID number	X
	Vendor/App assigned student ID number	X
	Student app username	X
	Student app passwords	
Student Name	First and/or Last	X
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	X
Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures etc.	X
	Other student work data - Please specify:	
Transcript	Student course grades	X
	Student course data	X
	Student course grades/performance scores	X
	Other transcript data -Please specify:	
Transportation	Student bus assignment	
	Student pick up and/or drop off location	

Category of Data	Elements	Check if used by your system
	Student bus card ID number	
	Other transportation data - Please specify:	
Other	Please list each additional data element used, stored or collected by your application	

EXHIBIT "C"

DEFINITIONS

De-Identifiable Information (DII): De-Identification refers to the process by which the Vendor removes or obscures any Personally Identifiable Information ("PII") from student records in a way that removes or minimizes the risk of disclosure of the identity of the individual and information about them.

NIST 800-63-3: Draft National Institute of Standards and Technology ("NIST") Special Publication 800-63-3 Digital Authentication Guideline.

Operator: The term “operator” means the operator of an Internet Website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K–12 school purposes and was designed and marketed for K–12 school purposes.

Personally Identifiable Information (PII): The terms "Personally Identifiable Information" or "PII" shall include, but are not limited to, student data, metadata, and user or pupil-generated content obtained by reason of the use of Provider's software, website, service, or app, including mobile apps, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians. PII includes, without limitation, at least the following:

First and Last Name	Home Address
Telephone Number	Email Address
Discipline Records	Test Results
Special Education Data	Juvenile Dependency Records
Grades	Evaluations
Criminal Records	Medical Records
Health Records	Social Security Number
Biometric Information	Disabilities
Socioeconomic Information	Food Purchases
Political Affiliations	Religious Information
Text Messages	Documents
Student Identifiers	Search Activity
Photos	Voice Recordings
Videos	

General Categories:

Indirect Identifiers: Any information that, either alone or in aggregate, would allow a reasonable person to be able to identify a student to a reasonable certainty

Information in the Student’s Educational Record

Information in the Student’s Email

Provider: For purposes of the Service Agreement, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records.

Pupil Generated Content: The term “pupil-generated content” means materials or content created by a pupil during and for the purpose of education including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of pupil content.

Pupil Records: Means both of the following: (1) Any information that directly relates to a pupil that is maintained by LEA and (2) any information acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other local educational LEA employee.

Service Agreement: Refers to the Contract or Purchase Order to which this DPA supplements and modifies.

School Official: For the purposes of this Agreement, a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; and (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, home address, telephone number, email address, or other information allowing online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information text messages, documents, student identifies, search activity, photos, voice recordings or geolocation information. Student Data shall constitute Pupil Records for the purposes of this Agreement, and for the purposes of California and Federal laws and regulations. Student Data as specified in Exhibit B is confirmed to be collected or processed by the Provider pursuant to the Service Agreement. Student Data shall not constitute that information that has been anonymized or de-identified.

Subprocessor: For the purposes of this Agreement, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its software.

Targeted Advertising: Targeted advertising means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student generated content or inferred over time from the usage of the Provider's website, online service or mobile application by such student or the retention of such student's online activities or requests over time.

Coversheet

GO Math

Section: IV. Consent Calendar
Item: K. GO Math
Purpose: Vote
Submitted by:
Related Material:
Go Math AIMS Board Submission Cover Letter - fillable.pdf
Aims College Prep ES CA Go Math K-5 2015 1-Year Renewal CP#9310530[3] (1).pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Christopher Ahmad
Position/Title: Principal
Department: High School

Item Details

Title of Item: GO MATH
Is this item a: X New Submission
Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
X□ Superintendent
X□ Chief Business Officer (CBO) (If budget changes)
X□ Director of Compliance (If plan changes)
□ Neither

Committee Review

Has this item been through the appropriate committee review process? □ Yes X□ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Bringing it to the board for the first time

Deadline Information

Is there a submission deadline for this item?
□ Yes x No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $ $26,293.88

Is this expenditure included in the annual budget?
x□ Yes No
Please specify in which plan this expense is indicated:

□ SPSA □x LCAP □ Other:

LCAP AIPCS II 1.1	
4100 - Text Books and Materials	AIPCS II K-5 (030-305)

End of the Board Submission Cover Letter | Version: Spring 2024

Date of Proposal: 4/14/2025 **Proposal Expiration Date: 9/30/2025**

Proposal #009310530

Prepared For

Aims College Prep ES

Attention:
Christoher Ahmad
christopher.ahmad@aimsk12.org

For the Purchase of:

CA Go Math K-5 2015 1-Year

Prepared By
Cynthia Gonzales
cynthia.gonzales@hmhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
http://www.hmhco.com/common/terms-conditions

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Christoher Ahmad
christopher.ahmad@aimsk12.org

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

Date of Proposal: 4/14/2025 **Proposal for** **Expiration Date: 9/30/2025**

Aims College Prep ES

ISBN		Title		Price	Quantity	Value of All Materials
Grade K						
Hybrid Package						
SRP/TRP						
1599654	9780544458017	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade K Package Includes: California Student Edition Grade K California Practice Workbook Grade K Bilingual Mathboard Grade K Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade K SBAC Test Prep Student Edition Grade K	c	$38.93	75	$2,919.75
Total for Hybrid Package						
a la carte items available for purchase						
1567169	9780544264410	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade K 2015	c	$125.66	3	$376.98
1567423	9780544257337	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade K	c	$204.78	3	$614.34
Total for a la carte items available for purchase						
Total for Grade K				**$3,911.07**		
Grade 1						
Hybrid Package						
SRP/TRP						
1599657	9780544458048	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade 1 Package Includes: California Student Edition Grade 1 California Practice Workbook Grade 1 Bilingual Mathboard Grade 1 Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade 1 SBAC Test Prep Student Edition Grade 1	c	$38.93	75	$2,919.75
Total for Hybrid Package						
a la carte items available for purchase						
1567171	9780544264434	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 1 2015	c	$125.66	3	$376.98
1567424	9780544264267	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade 1	c	$204.78	3	$614.34
Total for a la carte items available for purchase						
Total for Grade 1				**$3,911.07**		
Grade 2						
Hybrid Package						
SRP/TRP						

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Christoher Ahmad
christopher.ahmad@aimsk12.org

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orders@hmhco.com
FAX: 800-269-5232

Date of Proposal: 4/14/2025 **Proposal for** **Expiration Date: 9/30/2025**

Aims College Prep ES

	ISBN	Title		Price	Quantity	Value of All Materials
1599660	9780544458079	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade 2 Package Includes: California Student Edition Grade 2 California Practice Workbook Grade 2 Bilingual Mathboard Grade 2 Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade 2 SBAC Test Prep Student Edition Grade 2	c	$38.93	75	$2,919.75

Total for Hybrid Package

a la carte items available for purchase

1567443	9780544264458	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 2 2015	c	$125.66	3	$376.98
1567425	9780544264274	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade 2	c	$204.78	3	$614.34

Total for a la carte items available for purchase

Total for Grade 2 **$3,911.07**

Grade 3

Hybrid Package

SRP/TRP

1599663	9780544458109	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade 3 Package Includes: California Student Edition Grade 3 California Practice Workbook Grade 3 Bilingual Mathboard Grade 3 Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade 3 SBAC Test Prep Student Edition Grade 3	c	$38.93	75	$2,919.75

Total for Hybrid Package

a la carte items available for purchase

1567445	9780544264472	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 3 2015	c	$125.66	3	$376.98
1567426	9780544264281	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade 3	c	$204.78	3	$614.34

Total for a la carte items available for purchase

Total for Grade 3 **$3,911.07**

Grade 4

Hybrid Package

SRP/TRP

1599666	9780544458130	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade 4 Package Includes: California Student Edition Grade 4 California Practice Workbook Grade 4 Bilingual Mathboard Grade 4 Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade 4 SBAC Test Prep Student Edition Grade 4	c	$38.93	75	$2,919.75

Send **Check Payments** to:
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14046 Collection Center Drive
Chicago, IL 60693

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christopher.ahmad@aimsk12.org

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orders@hmhco.com
FAX: 800-269-5232

Date of Proposal: 4/14/2025 **Proposal for** **Expiration Date: 9/30/2025**

Aims College Prep ES

ISBN		Title		Price	Quantity	Value of All Materials
Total for Hybrid Package						
a la carte items available for purchase						
1567447	9780544264496	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 4 2015	c	$125.66	3	$376.98
1567427	9780544264298	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade 4	c	$204.78	3	$614.34
Total for a la carte items available for purchase						
Total for Grade 4				**$3,911.07**		
Grade 5						
Hybrid Package						
SRP/TRP						
1599669	9780544458161	California Go Math! Hybrid Student Resource Package Single-Volume with 1 Year Digital Grade 5 Package Includes: California Student Edition Grade 5 California Practice Workbook Grade 5 Bilingual Mathboard Grade 5 Online Interactive Student Edition (includes Personal Math Trainer) 1 Yr Grade 5 SBAC Test Prep Student Edition Grade 5	c	$38.93	75	$2,919.75
Total for Hybrid Package						
a la carte items available for purchase						
1567449	9780544264519	HMH Go Math! California Teacher Edition and Planning Guide Bundle Grade 5 2015	c	$125.66	3	$376.98
1567428	9780544264304	California Go Math! Online Teacher Digital Management Center 1 Year Digital Grade 5	c	$204.78	3	$614.34
Total for a la carte items available for purchase						
Total for Grade 5				**$3,911.07**		
HMH Professional Services						
Getting Started						
1651771	9780544884281	California Go Math 2015 Getting Started Live Online 2-Hour Grade K-6 Designed specifically for district/school leaders and Math coaches and mentors, clients gain knowledge of the program's organization, lesson design, and support resources. The goal is to build deeper understanding of the program's alignment to standards as well as identify key teacher and student behaviors to observe in their learning environments. Learning Outcomes • Recognize program alignment to national standards • Understand program organization and resources that support differentiation, assessment, and effective whole and small group instruction • Identify teacher and student behaviors when observing HMH classroom implementation/delivery that positively impact student achievement		$800.00	1	$800.00
Total for Getting Started						
Total for HMH Professional Services				**$ 800.00**		

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14046 Collection Center Drive
Chicago, IL 60693

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christopher.ahmad@aimsk12.org

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orders@hmhco.com
FAX: 800-269-5232

Date of Proposal: 4/14/2025 **Proposal for** **Expiration Date: 9/30/2025**

Aims College Prep ES

ISBN	Title	Price	Quantity	Value of All Materials

Total Savings:	**$0.00**
Subtotal Purchase Amount:	**$24,266.42**
Shipping & Handling:	**$0.00**
Sales Tax:	**$2,027.46**
Total Cost of Proposal (PO Amount):	**$26,293.88**

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Christoher Ahmad
christopher.ahmad@aimsk12.org

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Date of Proposal: 4/14/2025 **Proposal for** **Expiration Date: 9/30/2025**

Aims College Prep ES

Total Cost of Proposal (PO Amount): $26,293.88

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - Point of Contact for Print materials
  - Point of Contact for Digital materials
  - Point of Contact for Scheduling Professional Development
  - Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	**Sold to:**
Aims Colg Prep Elem Schl	Aims Colg Prep Elem Schl
171 12th St	171 12th St
Oakland, CA 94607-4900	Oakland, CA 94607-4900

- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Destination.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.
Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: http://www.hmhco.com/common/terms-conditions

Date of Proposal: 4/14/2025 **Proposal Expiration Date: 9/30/2025**

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Attention:
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christopher.ahmad@aimsk12.org

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

Coversheet

Uniforms

Section:	IV. Consent Calendar
Item:	L. Uniforms
Purpose:	Vote
Submitted by:	
Related Material:	Invoice 3365390.pdf Uniforms AIMS Board Submission Cover Letter - fillable.pdf tee 2 (1).pdf tee1 (1).pdf

RUSH ORDER TEES

2727 Commerce Way, Philadelphia, PA 19154

Reorders are easy!
Call (800) 620-1233
orders@rushordertees.com

Payment Needed to Begin Order #3365390

Order Placed on July 29, 2025

Pay Now Online

CREDIT CARD affirm Pay over time

or Pay by Phone at (800) 620-1233

Delivery Date: Friday, August 08, 2025

- **Order in Progress**
  AIMS High School
  Brenda Nixon
  746 Grand Ave
  Oakland, California 94610

Design Name	Qty	Size	Item Color & Spec	Item Description	Price/Piece	Subtotal
Design 1	50	XS	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$803.00
Design 1	165	S	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$2,649.90
Design 1	165	M	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$2,649.90
Design 1	50	L	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$803.00
Design 1	15	XL	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$240.90
Design 1	5	2XL	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$18.06	$90.30
Design 1	1	ONE SIZE	PLACEHOLDER | 1 Color Front	PLACEHOLDER PLACEHOLDER	-	**FREE**
Design 2	165	S	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$3,029.40
Design 2	165	M	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$3,029.40
Design 2	50	L	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$918.00
Design 2	15	XL	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$275.40

Design Name	Qty	Size	Item Color & Spec	Item Description	Price/Piece	Subtotal
Design 2	5	2XL	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$20.36	$101.80
Design 2	50	YXL	True red | 1 Color Front	973B Youth 8 oz. NuBlend Fleece Sweatpants	$18.36	$918.00
Design 2	1	ONE SIZE	PLACEHOLDER | 1 Color Front	PLACEHOLDER PLACEHOLDER	-	**FREE**
Design 3	155	S	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,247.50
Design 3	150	M	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,175.00
Design 3	50	L	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Design 3	40	XL	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$580.00
Design 3	5	2XL	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$17.40	$87.00
Design 3	50	YXL	White | Embroidery Front-Left Chest	G880B Youth 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Design 3	155	S	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,247.50
Design 3	150	M	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,175.00
Design 3	50	L	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Design 3	40	XL	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$580.00
Design 3	5	2XL	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$17.40	$87.00
Design 3	50	YXL	Navy | Embroidery Front-Left Chest	G880B Youth 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Design 3	1	ONE SIZE	PLACEHOLDER | Embroidery Front-Left Chest	PLACEHOLDER PLACEHOLDER	-	**FREE**

Subtotal (1803 Items): **$28,588.00**

Discount: **$-2858.80**

Delivery on **August 08, 2025**: **$3500.00**

Tax: **$2,637.24**

Grand Total: $31,866.44

Paid: **$12,500.00**

Remaining Balance: **$19,366.44**

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Christopher Ahmad
Position/Title: Principal
Department: High School

Item Details

Title of Item: Uniforms from Rushordertees
Is this item a: X New Submission
Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
X□ Superintendent
X□ Chief Business Officer (CBO) (If budget changes)
X□ Director of Compliance (If plan changes)
□ Neither

Committee Review

Has this item been through the appropriate committee review process? □ Yes X□ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Bringing it to the board for the first time

Deadline Information

Is there a submission deadline for this item?
□ Yes x No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $ $31,866.44
Is this expenditure included in the annual budget?
□ Yes X No
Please specify in which plan this expense is indicated:
□ SPSA □ LCAP □ Other:

LCAP 1.1.6 Supplies, but wanting to reallocate PD budget for these uniforms since we are no longer doing Teach Like a Champion

AIPHS (040-000)	0000 - General Fund

End of the Board Submission Cover Letter | Version: Spring 2024

RUSH ORDER TEES

2727 Commerce Way, Philadelphia, PA 19154

Reorders are easy!
Call (800) 620-1233
orders@rushordertees.com

Invoice #3372313

Order Placed on July 31, 2025

Pay with Check

Mail Check Payable To:
Rush Order Tees
2727 Commerce Way
Philadelphia, PA 19154

Need our W-9 Tax Form? Download Here

Pay Now Online

CREDIT CARD | affirm Pay over time

or Pay by Phone at (800) 620-1233

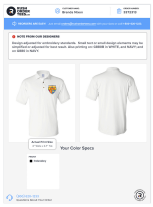
Delivery Date: Friday, August 08, 2025

- **Order in Progress**
  AIMS High School
  Brenda Nixon
  746 Grand Ave
  Oakland, California 94610

Billing Info

American Indian Model Schools
Katema Ballentine
746 Grand Ave
Oakland, California 94610

Purchase Order #12111 (Download Copy of PO)

Design Name	Qty	Size	Item Color & Spec	Item Description	Price/Piece	Subtotal
						
Polo	155	S	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,247.50
Polo	150	M	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,175.00
Polo	50	L	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Polo	40	XL	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$580.00
Polo	5	2XL	White | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$17.40	$87.00
Polo	50	YXL	White | Embroidery Front-Left Chest	G880B Youth 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Polo	155	S	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,247.50

Design Name	Qty	Size	Item Color & Spec	Item Description	Price/Piece	Subtotal
Polo	150	M	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$2,175.00
Polo	50	L	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Polo	40	XL	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$14.50	$580.00
Polo	5	2XL	Navy | Embroidery Front-Left Chest	G880 Adult 6 oz., 50/50 Jersey Polo	$17.40	$87.00
Polo	50	YXL	Navy | Embroidery Front-Left Chest	G880B Youth 6 oz., 50/50 Jersey Polo	$14.50	$725.00
Polo	1	ONE SIZE	PLACEHOLDER | Embroidery Front-Left Chest	PLACEHOLDER PLACEHOLDER	-	FREE

Subtotal (901 Items): **$13,079.00**

Delivery on **August 08, 2025**: **$1000.00**

Tax: **$1,340.60**

Grand Total: $15,419.60

Paid: **$0.00**

Remaining Balance: **$15,419.60**

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.)

Printfly Corporation

2 Business name/disregarded entity name, if different from above.

RushOrderTees.com

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.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

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.

☐ Other (see instructions)

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.)

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 . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2727 Commerce Way

Requester's name and address (optional)

6 City, state, and ZIP code

Philadelphia, PA 19154

7 List account number(s) here (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

5	5	–	0	7	9	8	0	8	7

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 [signature] Date 5/22/2024

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

RUSH ORDER TEES

2727 Commerce Way, Philadelphia, PA 19154

Reorders are easy!
Call (800) 620-1233
orders@rushordertees.com

Invoice #3365390

Order Placed on July 29, 2025

Pay with Check

Mail Check Payable To:
Rush Order Tees
2727 Commerce Way
Philadelphia, PA 19154

Need our W-9 Tax Form? Download Here

Pay Now Online

CREDIT CARD | affirm Pay over time

or Pay by Phone at (800) 620-1233

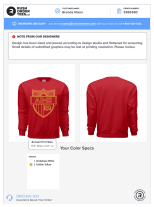
Delivery Date: Friday, August 08, 2025

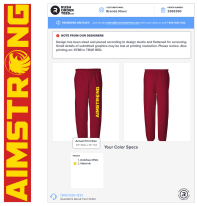
- **Order in Progress**
  AIMS High School
  Brenda Nixon
  746 Grand Ave
  Oakland, California 94610

Billing Info

American Indian Model Schools
Katem Ballentine
746 Grand Ave
Oakland, California 94610

Purchase Order #1211 (Download Copy of PO)

Design Name	Qty	Size	Item Color & Spec	Item Description	Price/Piece	Subtotal
						
Design 1	50	XS	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$803.00
Design 1	165	S	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$2,649.90
Design 1	165	M	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$2,649.90
Design 1	50	L	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$803.00
Design 1	15	XL	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$16.06	$240.90
Design 1	5	2XL	Red | 1 Color Front	G180 Adult Heavy Blend 8 oz., 50/50 Fleece Crew	$18.06	$90.30

Design Name	Qty	Size	Item Color & Specs	Item Description	Price/Piece	Subtotal
						
Design 2	165	S	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$3,029.40
Design 2	165	M	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$3,029.40
Design 2	50	L	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$918.00
Design 2	15	XL	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$18.36	$275.40
Design 2	5	2XL	True red | 1 Color Front	973 Adult 8 oz. NuBlend Fleece Sweatpants	$20.36	$101.80
Design 2	50	YXL	True red | 1 Color Front	973B Youth 8 oz. NuBlend Fleece Sweatpants	$18.36	$918.00

Subtotal (900 Items): **$15,509.00**

Discount: **$-2858.80**

Delivery on **August 08, 2025**: **$2500.00**

Tax: **$1,296.65**

Grand Total: $16,446.85

Paid: **$12,500.00**

Remaining Balance: **$3,946.85**

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.)

Printfly Corporation

2 Business name/disregarded entity name, if different from above.

RushOrderTees.com

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.

☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

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.

☐ Other (see instructions)

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.)

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 . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

2727 Commerce Way

Requester's name and address (optional)

6 City, state, and ZIP code

Philadelphia, PA 19154

7 List account number(s) here (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

5	5	–	0	7	9	8	0	8	7

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 [signature] Date 5/22/2024

General Instructions

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

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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

Coversheet

Elevate

Section:	IV. Consent Calendar
Item:	M. Elevate
Purpose:	Vote
Submitted by:	
Related Material:	Quote QU0054.pdf Quote QU0055 (2).pdf Elevate Education AIMS Board Submission Cover Letter - fillable.pdf

DRAFT QUOTE

AIMS College Prep Elementary School
Attention: Christopher Ahmad
171 12th St
OAKLAND CA 94607

Date
25 Jul 2025

Quote Number
QU-0054

Reference
AIMS College Prep Student Sessions

Elevate Education, Inc.
20 Jay Street, Ste 744
Brooklyn NY 11201

Description	Quantity	Unit Price	Amount USD
WORKSHOP #1	15.00	375.00	5,625.00
WORKSHOP #2	15.00	375.00	5,625.00
WORKSHOP #3	15.00	375.00	5,625.00
WORKSHOP #4	15.00	375.00	5,625.00
		Subtotal	22,500.00
		TOTAL TAX	0.00
		TOTAL USD	**22,500.00**

DRAFT QUOTE

AIMS College Prep Elementary School
Attention: Christopher Ahmad
171 12th St
OAKLAND CA 94607

Date
25 Jul 2025

Quote Number
QU-0055

Reference
AIMS - FACULTY

Elevate Education, Inc.
20 Jay Street, Ste 744
Brooklyn NY 11201

Description	Quantity	Unit Price	Amount USD
FACULTY SESSION	1.00	375.00	375.00
		Subtotal	375.00
		TOTAL TAX	0.00
		TOTAL USD	**375.00**

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information
Full Name: Christopher Ahmad
Position/Title: Principal
Department: High School

Item Details
Title of Item: Elevate
Is this item a: X New Submission
Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals
Has this item been reviewed and
X□ Superintendent
X□ Chief Business Officer (CBO) (If budget changes)
X□ Director of Compliance (If plan changes)
□ Neither

Committee Review
Has this item been through the appropriate committee review process? □ Yes X□ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Bringing it to the board for the first time

Deadline Information
Is there a submission deadline for this item?
□ Yes x No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $19,999.98

Is this expenditure included in the annual budget?
x□ Yes No
Please specify in which plan this expense is indicated:

□ SPSA □x LCAP □ Other:

5800. - Professional/Consulting Services and	5800. - Professional/Consulting Services and Op

5800. - Professional/Consulting Services and Operating		*AIPCS 2 6*
	0000 - General Fund	Lcap 1.1.7

Coversheet

BACSAC

Section: IV. Consent Calendar
Item: N. BACSAC
Purpose: Vote
Submitted by:
Related Material:
BACSAC Invoice #1306 (AIMS) (1).pdf
BACSAC Invoice #1306 (AIMS).pdf
BacSAC Elevate Education AIMS Board Submission Cover Letter - fillable.pdf
Spendwise PO#12067.pdf

INVOICE

Bay Area Charter School Athletic Conference
1033 Shoreline Dr
San Mateo, CA 94404-2004

rosario@bacsac.org
+1 (407) 924-5638
www.bacsac.org

Bill to
Julia Li
AIMS College Prep High School
746 Grand Avenue
Oakland, CA 94610

Invoice details
Invoice no.: 1306
Terms: Net 45
Invoice date: 07/21/2025
Due date: 09/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Membership 2025-26**	Annual Membership	1	$3,400.00	$3,400.00
2.		**Cross Country**	Includes facility rentals, officiating & administrative charges per sport.	1	$735.00	$735.00
3.		**Girls Volleyball**	Includes court rentals, officiating & administrative charges per sport.	1	$3,045.00	$3,045.00
4.		**Fall Boys Soccer**	Includes facility rentals, officiating & administrative charges per sport.	1	$3,360.00	$3,360.00
5.		**Girls Basketball**	Includes court rentals, officiating & administrative charges per sport.	1	$2,835.00	$2,835.00
6.		**Boys Basketball**	Includes court rentals, officiating & administrative charges per sport.	1	$2,835.00	$2,835.00
7.		**Spring Girls Soccer**	Includes field rentals, officiating & administrative charges per sport.	1	$3,360.00	$3,360.00
8.		**Boys Volleyball**	Includes court rentals, officiating & administrative charges per sport.	1	$3,045.00	$3,045.00

Total **$22,615.00**

Note to customer

Make Check Payable to: BACSAC
Send to:

BACSAC
c/o Peter Hanley
1033 Shoreline Dr.
San Mateo, CA 94404

If a school needs to withdraw from a sport, it must notify BACSAC Administration at least six weeks before the first allowable practice to receive a full credit. Withdrawals within six weeks or during the season are not eligible for a refund.

INVOICE

Bay Area Charter School Athletic Conference
1033 Shoreline Dr
San Mateo, CA 94404-2004

rosario@bacsac.org
+1 (407) 924-5638
www.bacsac.org

Bill to
Julia Li
AIMS College Prep High School
746 Grand Avenue
Oakland, CA 94610

Invoice details
Invoice no.: 1306
Terms: Net 45
Invoice date: 07/21/2025
Due date: 09/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Membership 2025-26**	Annual Membership	1	$3,400.00	$3,400.00
2.		**Cross Country**	Includes facility rentals, officiating & administrative charges per sport.	1	$735.00	$735.00
3.		**Girls Volleyball**	Includes court rentals, officiating & administrative charges per sport.	1	$3,045.00	$3,045.00
4.		**Fall Boys Soccer**	Includes facility rentals, officiating & administrative charges per sport.	1	$3,360.00	$3,360.00
5.		**Girls Basketball**	Includes court rentals, officiating & administrative charges per sport.	1	$2,835.00	$2,835.00
6.		**Boys Basketball**	Includes court rentals, officiating & administrative charges per sport.	1	$2,835.00	$2,835.00
7.		**Spring Girls Soccer**	Includes field rentals, officiating & administrative charges per sport.	1	$3,360.00	$3,360.00
8.		**Boys Volleyball**	Includes court rentals, officiating & administrative charges per sport.	1	$3,045.00	$3,045.00

Total **$22,615.00**

Note to customer

Make Check Payable to: BACSAC
Send to:

BACSAC
c/o Peter Hanley
1033 Shoreline Dr.
San Mateo, CA 94404

If a school needs to withdraw from a sport, it must notify BACSAC Administration at least six weeks before the first allowable practice to receive a full credit. Withdrawals within six weeks or during the season are not eligible for a refund.

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Christopher Ahmad
Position/Title: Principal
Department: High School

Item Details

Title of Item: BACSAC
Is this item a: X New Submission
Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
X□ Superintendent
X□ Chief Business Officer (CBO) (If budget changes)
X□ Director of Compliance (If plan changes)
□ Neither

Committee Review

Has this item been through the appropriate committee review process? □ Yes X□ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Bringing it to the board for the first time

Deadline Information

Is there a submission deadline for this item?
□ Yes x No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $22,615.00

Is this expenditure included in the annual budget?
x□ Yes No
Please specify in which plan this expense is indicated:

□ SPSA □x LCAP □ Other:

4342 - Materials for Sports Program	
Sports Dept. (010-140)	
LCAP Goal 2.3.1	

CLOSED

P.O. #	Vendor	Bill to	Ship to
12067	BACSAC c/o Peter Hanley	American Indian Model Schools	American Indian Model Schools

Date	Due date	Terms	Quote#
07/22/2025	09/04/2025		

Requisitioner
Vinson Ma

Shipping

Line	Description	Quantity	U/M	Price	Tax	Amount
1	Membership 2025-26	1	Unit(s)	3400.00	N	3,400.00
	Account: 4342 - Materials for Sports Program	Group: Sports Dept. (010-140)	Tag: 0000 - General Fund	Memo: LCAP Goal 2.3.1		
2	Cross Country	1	Unit(s)	735.00	N	735.00
	Account: 4342 - Materials for Sports Program	Group: Sports Dept. (010-140)	Tag: 0000 - General Fund	Memo: LCAP Goal 2.3.1		
3	Girls Volleyball	1	Unit(s)	3045.00	N	3,045.00
	Account: 4342 - Materials for Sports Program	Group: Sports Dept. (010-140)	Tag: 0000 - General Fund	Memo: LCAP Goal 2.3.1		
4	Fall Boys Soccer	1	Unit(s)	3360.00	N	3,360.00
	Account: 4342 - Materials for Sports Program	Group: Sports Dept. (010-140)	Tag: 0000 - General Fund	Memo: LCAP Goal 2.3.1		
5	Girls Basketball	1	Unit(s)	2835.00	N	2,835.00
	Account: 4342 - Materials for Sports Program	Group: Sports Dept. (010-140)	Tag: 0000 - General Fund	Memo: LCAP Goal 2.3.1		

Line	Description	Quantity	U/M	Price	Tax	Amount
6	Boys Basketball	1	Unit(s)	2835.00	N	2,835.00
	Account: 4342 - Materials for Sports Program; Group: Sports Dept. (010-140); Tag: 0000 - General Fund; Memo: LCAP Goal 2.3.1					
7	Spring Girls Soccer	1	Unit(s)	3360.00	N	3,360.00
	Account: 4342 - Materials for Sports Program; Group: Sports Dept. (010-140); Tag: 0000 - General Fund; Memo: LCAP Goal 2.3.1					
8	Boys Volleyball	1	Unit(s)	3045.00	N	3,045.00
	Account: 4342 - Materials for Sports Program; Group: Sports Dept. (010-140); Tag: 0000 - General Fund; Memo: LCAP Goal 2.3.1					

▲ Hide detail

Sub-total	22,615.00
Taxes (0.00%)	0.00
Total	**22,615.00**

Comments
None

Attachments

BACSAC Invoice #1306 (AIMS).pdf (60.9 KB)

AIMS High School - LCAP 2025-2026 (1) (1).pdf (1.9 MB)

Approvers

Mikael Wooten (07/22/2025)

Julia Li (07/22/2025)

Jimmie Brown (07/24/2025)

Katema Ballentine (07/30/2025)

Coversheet

Cengage ELD

Section: IV. Consent Calendar
Item: O. Cengage ELD
Purpose: Vote
Submitted by:
Related Material:
AIMS Board Submission Cover Letter - ELD Curriculum.docx (1).pdf
Cengage PO July 28 2025.pdf
9-12 ELT - NEW Lift - 1 YR Option - Revised QTYs (Split 2 of 2)_V1.pdf.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information
Full Name: Adria Banihashemi
Position/Title: ELD Manager
Department: ELD
Date of Submission (MM/DD/YYYY): 08/19/2025

Item Details
Title of Item: Cengage ELD Curriculum
Is this item a: X New Submission
□ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals
Has this item been reviewed by:
□ Superintendent *
□ Chief Business Officer (CBO) (If budget changes) *
□ Director of Compliance (If plan changes) *
□ Neither
* it has been approved in Spendwise by all approvers, including CBO

Committee Review
Has this item been through the appropriate committee review process?
X Yes □ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

The curriculum was approved by the ELD dept. upon review by ELD teacher and Manager

If no: Explain why:

Deadline Information
Is there a submission deadline for this item?
x Yes □ No
If yes: Please indicate the deadline date (MM/DD/YYYY): 8/19/2025

Financial Information (if applicable):
Total Cost: $10,880.30
Is this expenditure included in the annual budget?
X Yes □ No
Please specify in which plan this expense is indicated:

□ SPSA X LCAP □ Other:

OPEN

P.O. #	Vendor	Bill to	Ship to
12097	Cengage Learning	American Indian Model Schools	American Indian Model Schools

Date	Due date	Terms	Quote#
07/28/2025			

Requisitioner	Shipping
Adria Bani	

Line	Description	Quantity	U/M	Price	Tax	Amount
1	supplementary textbooks/practice books for ELD **Name/Number**: Books & Other Reference Materials	1	Unit(s)	10880.30	N	10,880.30

Account	Group	Tag	Memo
4200 - Books and Other Reference Materials	AIPHS (040-000)	0000 - General Fund	

▲ Hide detail

Sub-total	10,880.30
Taxes (0.00%)	0.00
Total	**10,880.30**

Comments
GENERAL FUND. These are books/curriculum supplies for item 1.1.6 of the AIMS HS LCAP (attached). Invoice and W9 are attached.

Attachments

AIMS High School - LCAP 2025-2026.pdf (1.9 MB)

9-12 ELT - NEW Lift - 1 YR Option - Revised QTYs (Split 2 of 2)_V1.pdf.pdf (248 KB)

W9 (1).pdf (308 KB)

Approvers

Adria Bani (07/28/2025)

Julia Li (07/28/2025)

Christopher Ahmad (07/28/2025)

Keisha Smith (pending)

Katema Ballentine

Spendwise

Powered By BoardOnTrack

Cengage Learning
ATTN: Order Fulfillment
10650 Toebben Drive
Independence, KY 41051
(888)-915-3276

Created Date 7/12/2025
Expiration Date 8/29/2025

Invoice Number 00088144

Prepared By:
Julie Schultz
julie.schultz@cengage.com

Presented To:
Adria Banihashemi
adria.bani@aimsk12.org

Bill To:
AIMS COLLEGE PREP HIGH SCHOOL

Ship To:
AIMS COLLEGE PREP HIGH SCHOOL
746 Grand Avenue
Oakland, California 94610
United States

Product	ISBN	Quantity	Sales Price	Total Price
Lift Welcome: Teacher's Book	9798214172378	1.00	USD 200.00	USD 200.00
Lift Phonics: Practice Book	9798214457970	20.00	USD 30.00	USD 600.00
Lift Intro: Teacher's Book	9798214172484	1.00	USD 200.00	USD 200.00
Lift Intro: Language Companion	9798214172538	10.00	USD 30.00	USD 300.00
Lift Fundamentals: Student's Book + the Spark platform, Instant Access Package	9780357918227	10.00	USD 100.00	USD 1,000.00
Lift Fundamentals: Teacher's Book	9780357501245	1.00	USD 200.00	USD 200.00
Lift Fundamentals: Language Companion	9780357501207	10.00	USD 30.00	USD 300.00
Lift 1: Student's Book + the Spark platform, Instant Access Package	9780357918234	10.00	USD 100.00	USD 1,000.00
Lift 1: Teacher's Book	9780357501252	1.00	USD 200.00	USD 200.00
Lift 1: Language Companion	9780357501214	10.00	USD 30.00	USD 300.00
Lift 2: Student's Book + the Spark platform, Instant Access Package	9780357918241	20.00	USD 100.00	USD 2,000.00
Lift 2: Teacher's Book	9780357501269	1.00	USD 200.00	USD 200.00
Lift 2: Language Companion	9780357501221	20.00	USD 30.00	USD 600.00
Lift 3: Student's Book + the Spark platform, Instant Access Package	9780357918258	20.00	USD 100.00	USD 2,000.00
Lift 3: Teacher's Book	9780357501276	1.00	USD 200.00	USD 200.00
Lift 3: Language Companion	9780357501238	20.00	USD 30.00	USD 600.00

Subtotal	USD 9,900.00
Total Price	USD 9,900.00
Shipping and Handling	USD 980.30
Grand Total	USD 10,880.30
Total Savings	USD 9.70

Terms & Conditions

© 2024 Cengage

Cengage Learning
ATTN: Order Fulfillment
10650 Toebben Drive
Independence, KY 41051
(888)-915-3276

This shall be deemed accepted by Customer upon Cengage receiving (i) any written confirmation indicating acceptance, or (ii) a Customer purchase order. Any terms or conditions contained in any written confirmation or Customer purchase order will have no force and effect and will not amend or modify this quote. Once confirmed, an invoice will be sent on the start date of Customer purchase. Notwithstanding anything in the Terms (defined below), invoices are due and payable within thirty (30) days from receipt of the applicable invoice. This quote shall be governed by the terms and conditions for Products and/or Offerings found at https://cengage.widen.net/s/glsqhrqfbt/ngl-online-sales-terms---jan-2025 (the "Terms"), except (i) where Customer has a written sales agreement executed by Cengage for the Products and/or Offerings referenced herein, in ~~which case such written sales agreement will govern, or (ii) as otherwise~~ set forth herein.

If Customer wishes to negotiate terms, please reach out to Cengage to obtain the proper agreement. All information embodied in this document is strictly confidential and may not be duplicated or disclosed to third parties outside recipient's organization without prior written consent of Cengage.

Additional Information

Comments

Coversheet

NuGerm

Section:	IV. Consent Calendar
Item:	P. NuGerm
Purpose:	Vote
Submitted by:	
Related Material:	NuGERM AIMS Board Submission Cover Letter - fillable.pdf AIMS College Prep High School NUGERM.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Christopher Ahmad
Position/Title: Principal
Department: High School

Item Details

Title of Item: NUGERM
Is this item a: X New Submission
Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and
X□ Superintendent
X□ Chief Business Officer (CBO) (If budget changes)
X□ Director of Compliance (If plan changes)
□ Neither

Committee Review

Has this item been through the appropriate committee review process? □ Yes X□ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Bringing it to the board for the first time

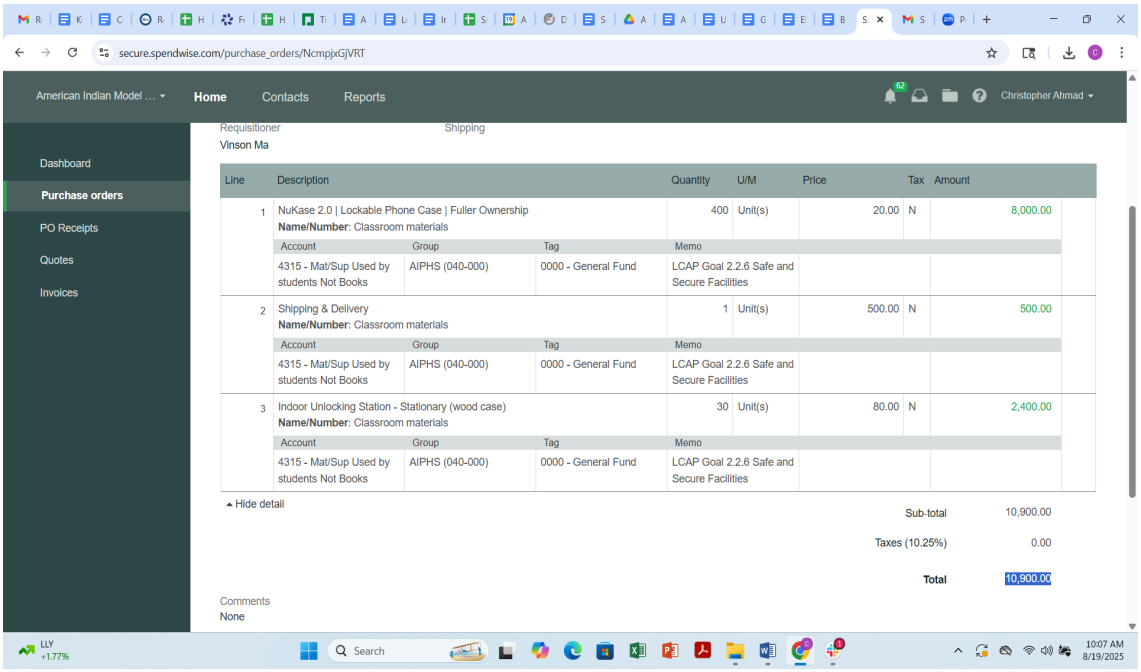
Deadline Information

Is there a submission deadline for this item?
□ Yes x No
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):
Total Cost: $10,900.00

Is this expenditure included in the annual budget?
x□ Yes No
Please specify in which plan this expense is indicated:

□ SPSA □x LCAP □ Other:



LCAP Goal 2.2.6 Safe and Secure Facilities

Quote

NuGerm
380 NW 67th St. STE 103
Boca Raton, FL 33487
(561) 462-2041
Tony Kholodovsky
ak@Nugerm.com

DATE	VALID UNTIL
08/15/25	09/15/25

CUSTOMER

Christopher Ahmad
AIMS College Prep High School
746 Grand Ave
Oakland, CA 94610

Project Description

QUOTE NO.	SHIP DATE	SHIP VIA	SALESPERSON	TERMS
T2008	~30 Days	UPS	Tony Kholodovsky	NET15

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
NUKASE	NuKase™ 2.0 | Lockable Phone Case | Full Ownership	400	$20.00	$8,000.00
LABELS	Screen Blocking ID Labels	1	$0.00	$0.00
SHIPPING	Shipping & Delivery	1	$500.00	$500.00
INST-1	Implementation Guide | Student & Teacher Intro Letter	1	$0.00	$0.00
NU-INDR-1	Indoor Unlocking Station - Stationary (wood base)	30	$80.00	$2,400.00
		0	$0.00	$0.00
				$0.00
				$0.00
		TOTAL		**$10,900.00**

For questions concerning this formal quote, please contact

Tony Kholodovsky | Phone: (561) 462-2041 | Fax: 561.571.2524 | James@Nugerm.com

380 NW 67th St. STE 103 | Boca Raton | FL | 33487 | www.NuGerm.com

Coversheet

Playground Construction

Section: IV. Consent Calendar
Item: Q. Playground Construction
Purpose: Vote
Submitted by:
Related Material: AIMS Board Submission Cover Letter (Form) (1).pdf
AIMS NPC #118392.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Christopher Ahmad
Position/Title: Head of School - High School
Department: High School
Date of Submission (MM/DD/YYYY): 8/19/2025

Item Details

Title of Item: Request for Canopy Table Installation Approval
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:
☐ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
☐ Yes ☑ No
If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:
The canopy tables were purchased through the KIT grant, which had a strict deadline to spend down funds.

Deadline Information

Is there a submission deadline for this item?
☑ Yes ☐ No
If yes: Please indicate the deadline date (MM/DD/YYYY): 9/12/2025

Financial Information (if applicable):

Total Cost: $ $12,232.00
Is this expenditure included in the annual budget?
☐ Yes ☑ No
Please specify in which plan this expense is indicated:
☐ SPSA ☑ LCAP ☐ Other:

NPC NATIONAL PLAYGROUND CONSTRUCTION
BYO Installation Division
Installation Quotes Valid for 90 Days

PROPOSAL #: 118392

ACCOUNT:
AIMS K-12 COLLEGE PREP CHARTER DISTRICT

DATE CREATED:
8/12/2025

ACCOUNT REP:
Devon Ward

PREPARED FOR:

PRIMARY CONTACT:
Laila Ahmad

EMAIL:
laila.ahmad@aimsk12.org

PHONE NUMBER:
+19255956487

ORGANIZATION:
AIMS K-12 College Prep Charter District

BILLING & SHIPPING:

BILLING ADDRESS:
AIMS K-12 College Prep Charter District
171 12th Street
Oakland, CA 94607

SHIPPING ADDRESS:
AIMS K-12 College Prep Charter District
171 12th Street
Oakland, CA 94607

Correct?

COMMENTS & DETAILS:
Price quoted for delivery coordination and installation. NPC shall not be responsible for removing existing trees, limbs, roots etc. Unless otherwise noted price excludes: sitework, site security, core drilling or cutting concrete or asphalt, permits, lift gates, impact fees, debris/trash removal, and prevailing wages. Site must be clear, level and accessible at time of installation. The customer is responsible for marking all Private underground utilities, NPC will call for Public Utility Locate.

Qty	Product	Price	Total
1	**INSTALLATION** Model: Installation Certified installation by professional playground installers. Price includes coordinating deliveries and unloading large equipment at the delivery address listed on this proposal / purchase order. Installation of 6 covered picnic tables purchased elsewhere. Non-prevailing wage quotes. Includes disposal of spoils (these tables are inground mount only and must be core drilled through concrete to install footers into the ground).	$12,232.00	$12,232.00

I Accept! Let's Go

Have questions about this quote?
Call **800-853-5316** or visit BYOPLAYGROUND.COM

Sub Total:	$12,232.00
Sales Tax:	$0.00
Shipping:	$0.00
Total:	$12,232.00

I APPROVE THIS PROJECT AND AM READY TO PLACE MY ORDER:
Approval and acceptance of this proposal may be executed by signing below and faxing or emailing back to the contact information listed above. Unless prior arrangements are approved, a 50% deposit for NPC is due upon ordering. Balance is due Net 15 upon substantial completion. By signing below you agree to the terms and conditions found here: https://www.npcinstall.com/npc-terms-and-conditions

Please note, sales tax calculations are calculated upon invoicing due to tax rate changes and/or change orders. If you believe you should be tax-exempt, please provide a tax exemption certificate prior to submitting a purchase order.

Authorized Purchaser: _____ Date: _____

Coversheet

Rush order Tees

Section: IV. Consent Calendar
Item: R. Rush order Tees
Purpose: Vote
Submitted by:
Related Material: Rush Order Tees- K-8 Uniforms 25-26.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Julia Li/Jonathan Winn

Position/Title: K-8 Head of School

Department: Sites

Item Details

Title of Item: Rush Order Tees: K-8 Uniforms for 25-26

Is this item a: ☑ New Submission
☐ Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and

☐ Superintendent
☐ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/14/25

Financial Information (if applicable):

Total Cost: $ 43192.50

Is this expenditure included in the annual budget?

☐ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other:

OPEN

P.O. #	Vendor	Bill to	Ship to
12065	Rush Orders Tees	American Indian Model Schools	American Indian Model Schools

Date	Due date	Terms	Quote#
07/21/2025			#4403016-1

Requisitioner
Kevin Ma

Shipping

Line	Description	Quantity	U/M	Price	Tax	Amount
1	School Uniforms and P.E Uniforms	1	ea	10109.46	N	10,109.46
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS 2 6-8 (030-320); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
2	School Uniforms and P.E Uniforms	1	ea	10356.04	N	10,356.04
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS 1 6-8 (020-320); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					

▲ Hide detail

Sub-total	20,465.50
Taxes (10.25%)	0.00
Total	**20,465.50**

Comments
None

Attachments

RushOrder 25_26.pdf (165 KB)

AIMS Middle School - LCAP 2025-2026 (1) (1).pdf (1.95 MB)

Approvers

Julia Li (07/22/2025)

Jimmie Brown (07/24/2025)

Katema Ballentine (08/04/2025)

OPEN

P.O. #	Vendor	Bill to	Ship to
12070	Rush Orders Tees	American Indian Model Schools	American Indian Model Schools

Date	Due date	Terms	Quote#
07/22/2025			#4419437-1

Requisitioner	Shipping
Kevin Ma	

Line	Description	Quantity	U/M	Price	Tax	Amount
1	Youth Small White Polo	130	ea	14.40	N	1,872.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
2	Youth Medium White Polo	125	ea	14.40	N	1,800.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.16					
3	Youth Large White Polo	125	ea	14.40	N	1,800.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
4	Youth X-Large White Polo	45	ea	14.40	N	648.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
5	Youth Small Navy **Name/Number**: Uniforms	130	ea	14.40	N	1,872.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					

Line	Description	Quantity	U/M	Price	Tax	Amount
6	Youth Medium Navy	125	ea	14.40	N	1,800.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo:					
7	Youth Large Navy	125	ea	14.40	N	1,800.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
8	Youth X-Large Navy	45	ea	14.40	N	648.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo:					
9	Youth Small Grey Sport Sweater	140	ea	16.40	N	2,296.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
10	Youth Medium Sport Grey	100	ea	16.40	N	1,640.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
11	Youth Large Sport Grey	100	ea	16.40	N	1,640.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					
12	Youth X-Large Sport Grey	60	ea	16.40	N	984.00
	Account: 4315 - Mat/Sup Used by students Not Books; Group: AIPCS II K-5 (030-305); Tag: 0000 - General Fund; Memo: LCAP 1.1.6					

Line	Description	Quantity	U/M	Price	Tax	Amount
13	Price Difference	1	Unit(s)	3927.00	N	3,927.00

Account	Group	Tag	Memo
5890 - Finance Charges/Interest	AIPCS II K-5 (030-305)	0000 - General Fund	LCAP 1.1.6

▲ Hide detail

Sub-total	22,727.00
Taxes (0.00%)	0.00
Total	**22,727.00**

Comments
None

Attachments

AIPCS II - LCAP 2025-2026 (2).pdf (1.96 MB)

quote-4419437-3302554.pdf (57.9 KB)

Approvers

Julia Li (07/23/2025)

Jimmie Brown (07/24/2025)

Katema Ballentine (08/04/2025)

Coversheet

Ascend Rehab Services

Section: IV. Consent Calendar
Item: S. Ascend Rehab Services
Purpose: Vote
Submitted by:
Related Material: Ascend Rehab Services Inc 2025-26 Master Contract Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): August 26, 2025

Item Details

Title of Item: Ascend Rehab Services Inc
Is this item a:
- ☐ New Submission
- ☑ Renewal

If Renewal: Please summarize any changes from the previous submission:
Rate increase + 2 additional paraeducators

Approvals

Has this item been reviewed by:
- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
- ☑ Yes
- ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:
Renewal will go to finance committee and governance for review 8/26/25

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
- ☑ Yes
- ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/2025

Financial Information (if applicable):

Total Cost: $ 345,700

Is this expenditure included in the annual budget?
- ☑ Yes
- ☐ No

Please specify in which plan this expense is indicated:
- ☐ SPSA
- ☑ LCAP
- ☑ Other: SpEd Budget

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K12 College Prep Charter District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between **Ascend Rehab Services Inc**, hereinafter referred to as the local educational agency ("LEA"), a member of the EDC Charter SELPA and **AIMS K12 College Prep Charter District** (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025, to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2026 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH

consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials

held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by

endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure

coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional

progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;

6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such

disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction ("Superintendent"), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code

section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal

background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be

properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety

(90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California

Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
Ascend Rehab Services Inc **Nonpublic School/Agency**	**AIMS K12 College Prep Charter District** **LEA Name**
By: _____ **Signature** **Date**	**By:** _____ **Signature** **Date**
Swati Shah, Founder **Name and Title of Authorized Representative**	**Marco Menendez, Interim Executive Director** **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
Payal Hauptman, Director of Operations **Name and Title**	**Deborah Woods, Special Education Director** **Name and Title**
Ascend Rehab Services Inc **Nonpublic School/Agency/Related Service Provider**	**AIMS K12 College Prep Charter District** **LEA**
29516 Kohoutek Way **Address**	**171 12th St** **Address**
Union City, CA. 94587 **City** **State** **Zip**	**Oakland, CA 94607** **City** **State** **Zip**
510.999.2044 **Phone** **Fax**	**510.926.9927** **Phone** **Fax**
payal@ascendrehabinc.com **Email**	**deborah.woods@aimsk12.org** **Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City **State** **Zip**
Phone **Fax**
Email

EXHIBIT A: 2025-2026 RATES

Ascend

Ascend is committed to delivering the highest quality Speech and Occupational services to all our California educational partners. Our extensive experience, expertise, tailored services, competitive reimbursement rates, and timely support have given us a competitive advantage over other Non-Public Agencies (NPAs) and companies.

Our Goal

We collaborate closely with the IEP team to help children fully access and engage in a curriculum tailored to their individual abilities and needs. Our services include comprehensive initial evaluations, tri-annual assessments, AAC assessments, and individual or group therapy sessions. Additionally, we strive to support aides, teachers, and school staff by offering regular staff training on various topics, all grounded in an educational framework.

Why Choose Ascend Over Other Agencies?

1. **Complimentary Seminars and Workshops**: Ascend provides free seminars, workshops, and Continuing Education Units (CEUs) for district staff, ensuring that your team is always at the forefront of best practices.

2. **Innovative Therapy Solutions**: We offer a distinctive approach with our classroom-based therapy, collaborative team teaching methods, and tailored Response to Intervention programs designed to meet diverse student needs.

3. **Comprehensive Resources**: Ascend equips our therapists with essential tools for success—assessment kits, therapy materials, laptops, and supplies—all at no cost, allowing them to focus on what truly matters: the students.

4. **Expert Guidance**: Our therapists benefit from the mentorship of highly experienced licensed supervisors and Clinical Directors, ensuring a high standard of care and support.

5. **Tailored Flexibility**: We understand that every district is unique. Our therapists and staff possess the flexibility and adaptability to meet specific service requirements, aiming for optimal educational outcomes for all students.

6. **Licensed and Approved Professionals**: Each team member is licensed and approved by the California Board, guaranteeing that your district receives the highest quality of professional therapy services.

Contract Options

- Full-time position or Part-time position
- Maternity leave coverage or long-term
- Bilingual Assessments
- AAC Assessment and consults
- ESY needs
- IEE Assessments

Choose Ascend as your partner in education! Together, we can create successful and fulfilling experiences for your students through our dedication and professionalism.

"Dedidcated to enriching the lives of others"

Ascend

School Rate (based on an 8-hour school day):

	Rate per hour	Partnership discounted rate
Speech Language Pathologist (In-person)	$106	BAC Approved rate - $115 Discounted by 8%
Virtual SLP	$99	BAC Approved rate - $115 Discounted by 14%
Occupational Therapist	$99	BAC Approved rate - $115 Discounted by 14%
Instructional Aide/Paraprofessional	$55 (NO change)	Continued at last year's discounted rate

"Dedidcated to enriching the lives of others"

California Department of Education
Nonpublic Agency (NPA) Certification

Date: December 27, 2024

NPA: Ascend Rehab Services, Inc.
NPA Identification Code: 9900860
Site Administrator: Swati Shah
Mailing Address: 29516 Kohoutek Way
City: Union City State: California Zip Code: 94587

NPA Authorized to Provide Services at NPA Site: ☐ Yes
Site Address:
City: State: California Zip Code:

Grades: Prekindergarten to 12
Ages: 3 to 18 Student Gender: All

2025 Certification Status: Approved
Maximum Student Capacity: 76+
Effective Dates: January 01, 2025 through December 31, 2025

Certified related services must be provided according to Title 5 of the California Code of Regulations, Section 3051 et. seq.

☐ Amended

Certification is not an endorsement of the services offered by the nonpublic agency (NPA), but states only that the NPA meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPA to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Authorized to Provide the Following Related Services:

☐ APE	☐ BII	☑ LSDR	☐ PCT	☐ SDTI	☐ VECD
☐ AS	☐ CG	☐ MT	☐ PS*	☐ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PT	☐ TS	☐ Other:
☐ BID	☐ HNS	☑ OT	☐ RS	☐ VS	*Other than Assessment and IEP Development

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic, nonsectarian school or agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Heffernan Barbary Insurance Services LLC
436 14th St., Ste. 1511
Oakland CA 94612

License#: 6010360

CONTACT NAME: Steven Haas
PHONE (A/C, No, Ext): 415-788-4700 **FAX (A/C, No):** 415-788-4701
E-MAIL ADDRESS: steven@barbaryinsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Philadelphia Indemnity Insurance Company	18058
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Ascend Rehab Services
29516 Kohoutek Way
Union City CA 94587-1221
ASCEREH-01

COVERAGES **CERTIFICATE NUMBER:** 505227036 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:	Y		PHPK2662014-008	3/4/2025	3/4/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Sexual/PhysicalAbuse	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 3,000,000 $ 1,000,000
A	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y		PHPK2662014-008	3/4/2025	3/4/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000	Y		PHUB902849	3/4/2025	3/4/2026	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Professional Liability	Y		PHPK2662014-008	3/4/2025	3/4/2026	Limit per Occurrence Aggregate Limit	1,000,000 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Locations: Loc 1 29516 Kohoutek Way, Union City, CA 94587-1221; Loc 2 1631 Industrial Pkwy W, Hayward, CA 94544-7046;
Loc 3 1249 Quarry Ln Ste 120, Pleasanton, CA 94566-8444; Loc 4 2516 Verne Roberts Cir, Antioch, CA 94509-7914;
Loc 5 1633 Industrial Pkwy W, Hayward, CA 94544-7046; Loc 6 1475 Moffat Blvd Ste 17, Manteca, CA 95336-8955:
Loc 7 3252 Constitution Dr, Livermore, CA 94551-7567
AIMS Charter School is listed as an additional insured per the attached endorsement.

CERTIFICATE HOLDER

AIMS Charter School
171 12th Street
Oakland CA 94604
US

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

 © Insurance Services Office, Inc., 2012

POLICY NUMBER: PHPK2662014-008

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
AIMS - Charter School
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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Coversheet

Empowered Psychological Services

Section: IV. Consent Calendar
Item: T. Empowered Psychological Services
Purpose: Vote
Submitted by:
Related Material: Empowered Psychological Services 2025-26 Contract Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 08/26/2025

Item Details

Title of Item: Empowered Psyhcological Services
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
Rate increase. +$200 each evaluation

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): August 26, 2025

Financial Information (if applicable):

Total Cost: $ 140,000

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K12 College Prep Charter District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between **AIMS K12 College Prep Charter District**, hereinafter referred to as the local educational agency ("LEA"), a member of the **El Dorado Charter SELPA** and **Empowered Psychological Services** (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025 to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2025 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH

consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials

held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by

endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure

coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional

progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;

6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such

disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction ("Superintendent"), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code

section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal

background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be

properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety

(90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California

Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
Empowered Psychological Services **Nonpublic School/Agency**	AIMS K12 College Prep Charter **LEA Name**
By: _____ **Signature** **Date**	**By:** _____ **Signature** **Date**
Erin Crawford, CEO **Name and Title of Authorized Representative**	**Marco Menendez, Interim Executive Director** **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
Erin Crawford, CEO **Name and Title**	Deborah Woods, Special Education Director **Name and Title**
Empowered Psychological Services **Nonpublic School/Agency/Related Service Provider**	AIMS K12 College Prep Charter **LEA**
1299 4th Street, Suite 401 **Address**	171 12th St **Address,**
San Rafael, CA 94901 **City** **State** **Zip**	Oakland, CA. 94607 **City** **State** **Zip**
415.488.6039 **Phone** **Fax**	510.926.9927 **Phone** **Fax**
erin@empowered-psych.com **Email**	deborah.woods@aimsk12.org **Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City **State** **Zip**
Phone **Fax**
Email

EXHIBIT A: 2025-2026 RATES

EmpowerEd Psychological Services

EMPOWERING STUDENTS, SUPPORTING FAMILIES

Erin Crawford LEP #4341
2025-2026 Fee Schedule

Full Psychoeducational Evaluation **$7,000**
Assessment includes Cognitive, Academic, Processing, Social/Emotional/Behavioral, and Adaptive (if appropriate) testing, classroom observation, record review, interviews, report, recommendations, and participation at one IEP meeting lasting up to 60 minutes.

Psychological Evaluation (*No academic assessment) **$6,200**
Assessment includes Cognitive, Processing, Social/Emotional/Behavioral, and Adaptive (if appropriate) testing, classroom observation, record review, interviews, report, recommendations, and participation at one IEP meeting lasting up to 60 minutes.

Evaluation Report Writing (*No Testing) **$2,500**
Assessment includes report writing, eligibility considerations, recommendations, and participation at one IEP meeting lasting up to 60 minutes.

Gifted and Talented Assessment **$2,500**
Report includes full cognitive IQ assessment and participation on feedback session with family or IEP meeting lasting up to 60 minutes.

Psychological and/or Intervention Services **$250/hour**
Services include counseling, skill building, academic interventions, social-emotional interventions, etc.

Consultation/Document Review **$250/hour**
Services include document review, private assessment review, or IEE review. May include attendance at SST, 504, and/or IEP meetings.

EmpowerEd Psychological Services Inc
EIN# 93-2492251 NPI#1508628116
1299 4th Street, Suite 401 San Rafael, CA 94901
Phone: 415-488-6039
www.empowered-psych.com
erin@empowered-psych.com

Coversheet

AB LMFT Supervisor Contract 2025-26

Section: IV. Consent Calendar
Item: U. AB LMFT Supervisor Contract 2025-26
Purpose: Vote
Submitted by:
Related Material: AB LMFT Supervisor Contract 2025-26 Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 8/26/25

Item Details

Title of Item: AB LMFT Supervisor
Is this item a:
- ☐ New Submission
- ☑ Renewal

If Renewal: Please summarize any changes from the previous submission:
none

Approvals

Has this item been reviewed by:
- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?
- ☑ Yes
- ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?
- ☑ Yes
- ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/25

Financial Information (if applicable):

Total Cost: $ 90,000
Is this expenditure included in the annual budget?
- ☑ Yes
- ☐ No

Please specify in which plan this expense is indicated:
- ☐ SPSA
- ☑ LCAP
- ☐ Other:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered between **Alexis D. Becerra**, Licensed Marriage and Family Therapist & Certified Clinical Supervisor ("Service Provider"), and **AIMS K-12 College Prep Charter District** ("Charter").

Service Provider and Charter may be collectively referred to as the "Parties" or individually as a "Party." This MOU shall be effective as of the date of the last-executed signature below. This MOU is regarding the provision of individual counseling and consultation services by Service Provider to Charter.

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1. Purpose of MOU

Whereas, Education Code Section 56195.1, subdivision (e) provides that membership in a special education local plan area ("SELPA") does not limit a local educational agency's ("LEA"), including a charter school's, authority to contract for special education consultation, services, or assessments.

Whereas, Service Provider is willing to contract with Charter to provide individual counseling and consultation services;

Whereas, Charter is a charter school deemed an LEA for the purposes of special education under Education Code Section 47640 and is a member LEA of the **[El Dorado Charter SELPA]**;

Whereas, Charter seeks to contract with Service Provider in order for Service Provider to provide counseling and consultation services to students.

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2. Terms of Agreement

This MOU shall be in effect for the period beginning **July 1, 2025 to June 30, 2026**. This MOU may be renewed at the end of that period by following the "Submission Procedures" set forth in Section 4 of this MOU.

This MOU constitutes the entire agreement between the parties and may only be amended by written agreement, signed by both parties.

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3. Work Schedule and Time Off

The service provider shall provide services for up to a maximum of **15 hours per week** for the duration of this agreement. Services will be rendered during mutually agreed-upon days and times that align with the school's instructional calendar.

The service provider will not be expected to provide services on official school holidays or during school closures, including but not limited to **Winter Break, Spring Break, Thanksgiving Break**, and any other designated non-instructional days as outlined in the school's academic calendar.

The service provider may take days of personal or vacation leave throughout the term of the contract, with at least two (2) weeks' advance notice. Any missed days outside of official school closures will be coordinated in advance and, if/when possible, rescheduled to ensure continuity of services.

Services during the summer months (June–August) may be offered at the discretion of the service provider and shall occur if mutually agreed upon by both parties.

The service provider shall not be penalized for time off taken during official school breaks or for agreed upon vacation/personal time, provided appropriate notice is given.

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4. Submission Procedures

Unless there is a documented change in writing and agreed to by both parties, all services contracted for under this MOU will run for a period of one 12 months. **On or before April 30, 2026**, Charter shall submit a written request for renewal of the contract to the Service Provider.

On or before May 15, 2026, Service Provider shall provide Charter with a written response. The Service Provider's response shall specify whether the Service Provider is willing to provide all, some, or none of the services requested. If the Service Provider is willing to provide less than all the requested services, the response will list each type of service and the number of service hours offered. Service Provider's written response shall include a rate schedule for all requested services.

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5. Scope of Services

The Parties agree that Service Provider shall provide individual counseling, consultation, clinical supervision and professional and program development services for students and staff of Charter. All services will be provided **Virtually**, unless otherwise agreed to by both Parties.

A. **Scope of Counseling Services:**

The counseling services provided by the Service Provider will be tailored to address the specific needs and goals of the students. These services may include, but are not limited to, individual therapy and/or other appropriate therapeutic interventions as required.

- **Counseling Services:** Provide individual telehealth therapy for students.
- **Consultation Services:** Provide consultation to school staff and parents as needed regarding student well-being.
- **Assessment and Recommendations:** Service provider will maintain necessary documentation and when appropriate and provide written recommendations for treatment or intervention.

B. Scope of Clinical Supervision:

Support in training and mentoring future mental health professionals through structured supervision and education in accordance with California Board of Behavioral Sciences (BBS) regulations.

- **Clinical Supervision:** for associate mental health therapist

C. Scope of Professional and Program Development:

Professional and Program Development as related to mental health and trauma-informed practices for staff and necessary Special Education mental health program development.

The Parties will mutually identify a schedule specifying the time, day, and format for these services.

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6. Rate Schedule

The Service Provider shall provide up to a maximum of **15 hours per week** of counseling, consultation, clinical supervision, professional and program development services.

The Parties agree that the **counseling and consultation services** set forth in Section 5 shall be billed at **$100/hour**.

The Parties agree that the **clinical supervision, professional and program development** set forth in Section 5 shall be billed at **$150/hour**.

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7. Payment for Services

Services shall be billed on a monthly basis. At the end of each monthly billing period, Service Provider will provide Charter with an invoice for the services provided. The invoice will show the specific services provided during the billing period and the fees for those services. Charter shall process and pay each invoice within thirty (30) days from its receipt.

If payment is not postmarked within forty-five (45) days, Charter agrees to pay an additional fee of 5% interest per month on unpaid amounts. Interest shall be calculated beginning day forty-six (46) from receipt of the invoice. Failure by Charter to pay within 90 days may be considered a breach of contract and grounds for termination of this MOU.

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8. Confidentiality and HIPAA Compliance

The Service Provider agrees to maintain confidentiality in accordance with the ethical and legal requirements of the state of California and the Health Insurance Portability and Accountability Act (HIPAA). The Contractor will:

- Ensure all client information is protected, stored securely, and only disclosed with appropriate consent or as required by law.
- Comply with all applicable California state laws regarding mental health services and student privacy (including FERPA as it relates to educational institutions).

Exceptions to confidentiality may include cases where there is a risk of harm to the student or others, cases of suspected abuse of minors or vulnerable adults, or as required by law.

Liability and Insurance

The Contractor shall maintain professional liability insurance (malpractice insurance) with minimum coverage of $1,000,000 and shall provide proof of such insurance upon request.

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9. Counselor's Qualifications

Service Provider represents that they possess the necessary qualifications, credentials, and licenses required to provide counseling, clinical supervision, and professional/program development services in accordance with applicable laws and regulations.

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10. Records and Data Protection

The service provider will maintain appropriate records of the counseling sessions, which will be stored securely and in accordance with relevant data protection laws and guidelines.

In addition to the service provider maintaining appropriate records of counseling sessions, which will be stored securely and in accordance with relevant data protection laws and guidelines.

The service provider will maintain appropriate records of all services provided as related to supervision and professional development activities, which will be securely stored in compliance with all relevant data protection laws and guidelines.

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11. Staff Absences

Charter acknowledges that the services provided under this MOU will be provided for the entire school year. In the event of cancellation of services on the same day and no other items can replace the canceled session, the Service Provider shall be compensated for the offered services.

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12. Termination

Either Charter or Service Provider may terminate this MOU by providing the other party with thirty (30) days' written notice, except that Service Provider may terminate this MOU by providing Charter with written notice pursuant to Section 4.

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13. Service Provider and Charter Are Independent Contractors

Charter and Service Provider are independent parties to this MOU. This MOU does not create the relationship of agent, servant, employee, partnership, or joint venture between the Parties.

The Service Provider is an independent contractor and shall not be considered an employee, agent, or representative of the School. The Contractor is responsible for determining the methods and means by which the services will be provided and retains control over the performance of the services.

- The Contractor shall not be entitled to any benefits typically provided to employees of the School, such as health insurance, retirement benefits, or paid leave.
- The Contractor is responsible for payment of any taxes, including self-employment taxes, and agrees to comply with all applicable state and federal tax laws.
- The Contractor will maintain appropriate licensure, certification, and insurance coverage required by California law for the duration of the contract.

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14. Non-Exclusive Agreement

This MOU shall not restrict Charter from contracting for services with other providers nor shall it restrict Service Provider from providing services to other schools.

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15. Indemnification and Hold Harmless

Charter and Service Provider shall each defend, hold harmless, and indemnify the other party from any and all liabilities, claims, demands, costs, losses, or expenses, including reasonable attorneys' fees, arising from negligent or wrongful acts connected with the provision of services hereunder.

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16. Responsibility for Litigation Costs

In the event of any compliance complaint, due process hearing, or litigation based on the services under this MOU, the Parties shall negotiate an agreement specifying how legal costs are shared.

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17. Meet and Confer

If a dispute arises regarding this MOU, the Parties agree to meet and confer in good faith to resolve the matter before initiating litigation.

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18. Severability/Waiver

If any provision of this MOU is determined to be illegal or unenforceable, it shall not affect the validity of other provisions. No waiver of any provision shall constitute a continuing or subsequent waiver unless executed in writing.

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19. Execution of MOU Electronically and in Counterparts

This MOU may be executed in counterparts, and a facsimile or scanned signature shall be deemed an original signature.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date set next to their signatures below.

Dated: _____
By: _____
Marco Menendez, Interim Executive Director
AIMS K-12 College Prep Charter District

Dated: _____
By: _____
Alexis D. Becerra, M.S., LMFT #99868
Service Provider

Coversheet

Every Special Child MOU

Section: IV. Consent Calendar
Item: V. Every Special Child MOU
Purpose: Vote
Submitted by:
Related Material: Every Special Child MOU 2025-26 Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 8/26/25

Item Details

Title of Item: Every Special Child : Staffing Agency
Is this item a: ☑ New Submission
☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed by:

☐ Superintendent
☑ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/25

Financial Information (if applicable):

Total Cost: $ 152,000

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K12 College Prep Charter District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between **AIMS K12 College Prep Charter District**, hereinafter referred to as the local educational agency ("LEA"), a member of the .EDC Charter SELPA and **Every Special Child, LLC** (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025, to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2026 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH

consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials

held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by

endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure

coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional

progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;

6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such

disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction ("Superintendent"), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code

section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal

background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be

properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety

(90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California

Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
Every Special Child: Staffing Agency **Nonpublic School/Agency**	**AIMS K12 College Prep Charter District** **LEA Name**
By: _____ **Signature** **Date**	**By:** _____ **Signature** **Date**
_____ **Name and Title of Authorized Representative**	Marco Menendez, Interim Executive Director **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
Hayden Pachauri **Name and Title**	Deborah Woods, Director of Special Education **Name and Title**
Every Special Child, LLC **Nonpublic School/Agency/Related Service Provider**	AIMS K12 College Prep Charter District **LEA**
288 Durham Avenue **Address**	171 12th St **Address**
Metuchen, NJ 08840 **City** **State** **Zip**	Oakland, Ca 94607 **City** **State** **Zip**
510.340.5134 **Phone** **Fax**	510.926.9927 **Phone** **Fax**
hayden@everyspecialchild.com **Email**	deborah.woods@aimsk12.org **Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City **State** **Zip**
Phone **Fax**
Email

EVERY SPECIAL CHILD
A Staffing Agency

Rate Sheet School Year 2025-26

Sr. No.	Certified Services	Rate	Period
1	Special Education Teachers	$85-$95	Hourly
2	Teaching Assistants/Paraprofessionals	$40-$50	Hourly
3	Child Care Instructors	$40-$50	Hourly
4	Specialized Deaf and Hard of Hearing	$90-$95	Hourly
5	Visually Impaired Teachers	$90-$95	Hourly
6	Speech/Language Pathologists	$105-$115	Hourly
7	Speech/Language Pathologist Assistants	$75-$80	Hourly
8	BSN/RN/School Nurses	$85-$95	Hourly
9	Licensed Vocational Nurses (LVN)	$70-$75	Hourly
10	School Psychologists	$100-$125	Hourly
11	Occupational Therapists	$95-$105	Hourly
12	Social Worker (LSW)	$85-$95	Hourly
13	Registered Behavior Technicians	$55-$60	Hourly
14	Board Certified Behavior Analysts (BCBA)	$85-$95	Hourly
15	General Education Teachers	$55-$80	Hourly
16	Physical Education Teachers	$85-$95	Hourly
	Classified Services	**Pay rate**	**Period**
1	Teaching Assistants/Paraprofessionals	$40-$50	Hourly
2	Parent Educator	$40-$45	Hourly
3	Health Technician	$40-$45	Hourly
4	HR Coordinators	$40-$45	Hourly
5	Administrative Assistants	$40-$45	Hourly
6	Payroll Technicians	$40-$45	Hourly
7	Executive Assistants	$45-$55	Hourly
8	Custodian/Grounds Technicians	$35-$40	Hourly
9	Food Service Workers	$35-40	Hourly

Note: If you have any other staffing needs which is not in the list please feel free to reach out to discuss.

Note: The above-mentioned rates are all inclusive, which means you do not pay any additional fees to the State, Federal Taxes, worker compensation, Social Security, etc. Any other payment is pre-approved by the school/district authorities in writing.

EVERY SPECIAL CHILD LLC
288 Durham Avenue Metuchen, NJ 08840

Phone: (800) 671-2654 Fax: (323) 302-4413 www.everyspecialchild.com

EVERY SPECIAL CHILD
A Staffing Agency

SERVICES AGREEMENT

This SERVICES AGREEMENT is made as of **July 14, 2025,** by and between **AIMS K12 College Prep Charter District**, **("EXY"),** whose address is **___171_12th St _Oakland, Ca 94607_____** and, **Every Special Child, LLC. (the "ESC")** whose address is **288 Durham Avenue Metuchen, NJ 08840** (collectively referred to herein as the **"EXY"**, and **"ESC").**

THEREFORE, in consideration of the mutual covenants, rights, and obligations set forth in this Agreement, the Parties agree as follows:

1. **CONTRACT PERIOD:** The **"ESC"** work as specified in this agreement shall commence on Date as specified in Appendix-A:

2. **COMPENSATION:** For the full performance of this agreement, the **"EXY"** shall pay the **"ESC"** as follows: Consultant's Fee:

   a) **For ESC rates:** Rate as Specified in Appendix A
   b) **ESC** will work for **40** billable hours per week
   c) School shall not be liable to pay for school holidays

3. **SERVICES TO BE PROVIDED:** "EXY" shall assist with the provision of special education and/or related special needs services including but not limited to, provide Students with special education needs or require an Individualized Education Program ("IEP"); provide direct service, perform any needed evaluation, and recommend equipment to carry out special education program in consultation with director, principals, teacher/school staff, and parents.

4. **DISTRICT'S RESPONSIBILITIES:** In consideration of the provision of the "ESC" Services under the terms of this Agreement "EXY" agrees to pay the "ESC" for the invoiced costs associated with providing education and related services, within **15 days** of receipt of an invoice for the services.

5. **NON-SOLICITATION:** Each Party agrees that during the Term of this Agreement and for a period ending twelve (12) months after the expiration or termination of this Agreement for any reason, unless mutually agreed by the Parties in writing, one Party will not directly solicit, recruit for employment, offer employment to, offer subcontracting opportunities to, or otherwise employ or use the services of any employees of the other Party or their related companies if that employee or former employee had been assigned to or worked under this Agreement.

6. **LIMITATION ON LIABILITY; INDEMNIFICATION:** The "ESC" shall have no liability with respect to, and shall not be obligated to indemnify or hold harmless, or its affiliates, officers, directors, managers, employees, agents or other representatives from or against any cost, loss, expense, damage or liability arising in respect of the "ESC".

7. **CONFIDENTIALITY OF RECORDS:** "ESC" will maintain the confidentiality of Program personnel, student and other records in accordance with the requirements of Applicable Law. The Parties agree that, while "ESC" will be authorized to use student education records to the full extent permitted by Applicable Law, "ESC" does not possess an ownership interest in such records.

8. **EMPLOYEES DEEMED TO BE CONSULTANTS:** Employees or Independent Contractors of "ESC" engaged in performing the Services shall be considered to be providing such Services to "EXY" as its consultants. Under no

EVERY SPECIAL CHILD
A Staffing Agency

circumstances (including federal, state and local law) shall such employees or Independent Contractors be considered to be employees or Independent Contractors of "EXY" or any of its subsidiaries.

9. **INDEPENDENT CONTRACTOR:** In performing the Services, each Party shall be an independent contractor and neither Party shall be deemed to be an agent, partner or co-venturer of the other due to the terms and provisions of this Agreement. For the avoidance of doubt, neither Party nor any of its employees, partners, officers or agents shall have any right, power or authority to bind the other Party in any manner whatsoever, except at the express instruction of such other Party.

10. **COOPERATION AND DISPUTE RESOLUTION:** "ESC" and "EXY" shall appoint a point of contact, respectively, to coordinate the provision of Services (such person, a "Service Coordinator"). Service Coordinator shall have the authority and responsibility to represent in relation to this Agreement and make appropriate decisions on day-today issues subject to the terms of this Agreement; coordinate the technical aspects of the Services and consult on the operation and management of the Services; monitor and compliance with its obligations under this Agreement and review the performance of the Services; and resolve any dispute between the Parties. Each of the Parties shall have the right to change its Service Coordinators at any time by providing written notice to the other Party.

11. **BOOKS AND RECORDS:** During the Term and for two (2) years following the termination of this Agreement (or such shorter period of time agreed to in writing by the Parties), each Party shall in the ordinary course of business and consistent with past practice keep books and records of the Services provided and reasonable supporting documentation of all charges incurred in connection with providing such Services, and shall make such books and records available to the other Party and its representatives, upon reasonable notice, during normal business hours, and as necessary to comply with any compelled disclosure or other circumstances in which information regarding the Services is required by deposition, interrogatory, request for documents, order, subpoena, civil investigative demand or similar process issued by a court of competent jurisdiction or by a governmental body.

12. **AGREEMENTS WITH THIRD PARTIES:** ESC represents and warrants that at the time of the making of this agreement it has no legal or contractual obligations to a third party that contravenes or interferes with this agreement.

13. **TERMINATION:** Either Party may terminate this Agreement at any time with twenty (20) calendar day written notice prior to the other Party for cause. Termination for cause shall mean the breach of any material term or failure to fulfil any material condition, term, provision, representation, or obligation contained in this Agreement.

14. **GOVERNING LAW:** This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of California, without regard to the conflict of laws principles thereof.

15. **MODIFICATION:** This Agreement may be modified or amended only by a duly authorized written instrument executed by the parties hereto.

16. **SEVERABILITY:** If any of the provisions of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable the entire Agreement, but rather the entire Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligations of the party shall be construed and enforced accordingly, to effectuate the essential intent and purposes of this Agreement.

EVERY SPECIAL CHILD
A Staffing Agency

17. **INSTRUCTIONAL TOOLS AND MATERIALS:** Any instructional tools, supplies and equipment, including without limitation textbooks and multi-media teaching tools determines in its discretion to be necessary to deliver the Educational Program for the job shall be provided by "EXY".

18. **TIMESHEET:** Payment has to be made on the basis of counter-signed timesheet. Any discrepancy in timesheet should be communicated within 15days. After 15days ESC has all the rights to raise invoices in full as per the countersigned timesheet.

IN WITNESS WHERE of this Agreement contains the entire understanding between the parties and all prior negotiations and agreements are merged herein the Parties have executed this Agreement. The signatures below signify both an understanding and acceptance of the contract provisions.

Every Special Child LLC:

Name & Title _____ Signature:_____

Phone:_____ Email:_____

AIMS K12 College Prep Charter District:

Name & Title _Marco Menendez, Interim Executive Director_____

Signature:_____

Phone:_____

Email:___marco.menendez@aimsk12.org_____

APPENDIX – A

Candidate Name	**ABC**
Services	**Special Education Teacher**
Hourly Pay Rate for Services	**$95 Per Hour**
Contract Term	**School Year 2025-26**
Start Date	**TBD**
End Date	**May 30, 2026**
Services Weekly Hours	**up to 40 hours/week**

Coversheet

Seneca Master Contract

Section: IV. Consent Calendar
Item: W. Seneca Master Contract
Purpose: Vote
Submitted by:
Related Material: Seneca Family of Agencies Master Contract 2025-26 Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 8/26/25

Item Details

Title of Item: NPS: Seneca Family of Agencies (HS student)
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
none

Approvals

Has this item been reviewed by:

☐ Superintendent
☑ Chief Business Officer (CBO) (If budget changes)
☐ Director of Compliance (If plan changes)
☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/25

Financial Information (if applicable):

Total Cost: $ 148, 262

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES

MASTER CONTRACT

2025-2026

Master Contract

GENERAL AGREEMENT FOR NONSECTARIAN, NONPUBLIC SCHOOL AND AGENCY SERVICES

LEA AIMS K-12 COLLEGE PREP CHARTER DISTRICT

Contract Year 2025-2026

x Nonpublic School

_____ Nonpublic Agency

Type of Contract:

x Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

_____ Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

_____ Interim Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date:_____

When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract.

Table of Contents

Contents

GENERAL PROVISIONS 1
1. MASTER CONTRACT 1
2. IMPLEMENTATION 1
3. CERTIFICATION AND LICENSES 2
3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS 2
4. TERM OF MASTER CONTRACT 3
5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION 3
6. INDIVIDUAL SERVICE AGREEMENT ("ISA") 3
7. DEFINITIONS 4
ADMINISTRATION OF CONTRACT 5
8. NOTICES 5
9. MAINTENANCE OF RECORDS 6
10. SEVERABILITY CLAUSE 6
11. SUCCESSORS IN INTEREST 7
12. VENUE AND GOVERNING LAW 7
13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES 7
14. TERMINATION 7
15. INSURANCE 7
16. INDEMNIFICATION AND HOLD HARMLESS 9
17. INDEPENDENT CONTRACTOR 10
18. SUBCONTRACTING 10
19. CONFLICTS OF INTEREST 10
20. NON-DISCRIMINATION 11
EDUCATIONAL PROGRAM 11
21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE) 11
22. GENERAL PROGRAM OF INSTRUCTION 12
23. INSTRUCTIONAL MINUTES 13
24. CLASS SIZE 13
25. CALENDARS 13
26. DATA REPORTING 14

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT 14
28. STATEWIDE ACHIEVEMENT TESTING 15
29. MANDATED ATTENDANCE AT LEA MEETINGS 15
30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS 15
31. STUDENT DISCIPLINE 17
32. IEP TEAM MEETINGS 17
33. SURROGATE PARENTS AND FOSTER YOUTH 18
34. DUE PROCESS PROCEEDINGS 18
35. COMPLAINT PROCEDURES 19
36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS 19
37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS 20
38. STUDENT CHANGE OF RESIDENCE 20
39. WITHDRAWAL OF STUDENT FROM PROGRAM 20
40. PARENT ACCESS 21
41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS 21
42. STATE MEAL MANDATE 22
43. MONITORING 22
PERSONNEL 23
44. CLEARANCE REQUIREMENTS 23
45. STAFF QUALIFICATIONS 24
46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS 24
47. STAFF ABSENCE 25
48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME 25
HEALTH AND SAFETY MANDATES 26
49. HEALTH AND SAFETY 26
50. FACILITIES AND FACILITIES MODIFICATIONS 26
51. ADMINISTRATION OF MEDICATION 26
52. INCIDENT/ACCIDENT REPORTING 27
53. CHILD ABUSE REPORTING 27
54. SEXUAL HARASSMENT 27
55. REPORTING OF MISSING CHILDREN 27
FINANCIAL 27

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES 27
57. RIGHT TO WITHHOLD PAYMENT 28
58. PAYMENT FROM OUTSIDE AGENCIES 29
59. PAYMENT FOR ABSENCES 30
60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY 30
61. INSPECTION AND AUDIT 31
62. RATE SCHEDULE 32
63. DEBARMENT CERTIFICATION 32
EXHIBIT A: 2025-2026 RATES 34

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K-12 College Prep Charter District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER: Seneca Family of Agencies

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between AIMS K-12 College Prep Charter District, hereinafter referred to as the local educational agency ("LEA"), a member of the El Dorado County Charter SELPA and Seneca Family of Agencies (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025 to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2025 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in

the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent

compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to

themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers'

Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the

cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided

to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of

any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions

may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;
6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings

regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with

appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of

clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction (“Superintendent”), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR’S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq*. and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test

clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the

parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a

period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood

that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety (90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title

34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
Seneca Family of Agencies	**AIMS K-12 College Prep Charter District**
Nonpublic School/Agency	**LEA Name**
By: Scott Osborn July 31, 2025 14:37 PT **Signature** **Date**	**By:** _____ **Signature** **Date**
Scott Osborn Chief Operating Officer **Name and Title of Authorized Representative**	_____ **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
Karissa Lockhart, Contract Analyst	
Name and Title Seneca Family of Agencies	**Name and Title** AIMS K-12 College Prep Charter District
Nonpublic School/Agency/Related Service Provider	**LEA**
8945 Golf Links Road	
Address Oakland, CA 94605	**Address**
City **State** **Zip** 510-248-9910 510-317-1443	**City** **State** **Zip**
Phone **Fax** Karissa_Lockhart@senecacenter.org	**Phone** **Fax**
Email	**Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City **State** **Zip**
Phone **Fax**
Email

EXHIBIT A: 2025-2026 RATES

4.1 RATE SCHEDULE FOR CONTRACT YEAR

The CONTRACTOR: Seneca Family of Agencies
The CONTRACTOR CDS NUMBER: _____

PER ED CODE 56366 – TEACHER-TO-PUPIL RATIO: _____

Maximum Contract Amount:

Education service(s) offered by the CONTRACTOR and the charges for such service(s) during the term of this contract shall be as follows:

1) Daily Basic Education Rate:

2) Inclusive Education Program
(Includes Educational Counseling (not ed related mental health) services, Speech & Language services, Behavior Intervention Planning, and Occupational Therapy as specified on the student's IEP.) DAILY RATE:

3) Related Services

SERVICE	RATE	PERIOD
Intensive Individual Services (340)		
Language and Speech (415)		
Adapted Physical Education (425)		
Health and Nursing: Specialized Physical Health Care (435)		
Health and Nursing: Other Services (436)		
Assistive Technology Services (445)		
Occupational Therapy (450)		
Physical Therapy (460)		
Individual Counseling (510)		
Counseling and Guidance (515)		
Parent Counseling (520)		
Social Work Services (525)		
Psychological Services (530)		
Behavior Intervention Services (535)		
Specialized Services for Low Incidence Disabilities (610)		
Specialized Deaf and Hard of Hearing (710)		

See attached Rate Sheet and Addendum

Powered by BoardOnTrack

Interpreter Services (715)		
Audiological Services (720)		
Specialized Vision Services (725)		
Orientation and Mobility (730)		
Specialized Orthopedic Services (740)		
Reader Services (745)		
Transcription Services (755)		
Recreation Services, Including Therapeutic (760)		
College Awareness (820)		
Work Experience Education (850)		
Job Coaching (855)		
Mentoring (860)		
Travel Training (870)		
Other Transition Services (890)		
Other (900)		
Other (900)		

See attached Rate Sheet and Addendum

Non-Public Schools and Intensive Therapeutic Programs Rate Sheet 2025-2026

NPS – Specialized Academic Instruction (Code 330)
214 days including Extended School Year (ESY)

- Rate: $233 per day enrolled

NPS - Educationally Related Mental Health Services (ERMHS)
214 days including Extended School Year (ESY)

- Rate: $373 per day enrolled for students not billable to full scope MediCal

NPS – Intensive Individual Services (Code 340) / Behavioral Intervention Implementation (Code 535)
214 days including Extended School Year (ESY)

- Rate: $120 per hour (capped at $600 per day) per day enrolled

NPS – Bridges
214 days including Extended School Year (ESY)

- Rate: $973 per day enrolled.
- Services include: SAI (330), ERMHS, Intensive Individualized Intervention (340), Individualized transportation (within program boundaries)

NPS – Language and Speech Therapy (Code 415)

- Rate: $210 per hour - Partial units will be rounded up to the nearest 15-minute increment
- Services will be billed based on direct service time, including identified consultation
- Assessment services will be billed at an hourly rate for individual assessment, report preparation, and presentation at one IEP

NPS – Occupational Therapy (Code 450)

- Rate: $210 per hour - Partial units will be rounded up to the nearest 15-minute increment
- Services will be billed based on direct service time, including identified consultation
- Assessment services will be billed at an hourly rate for individual assessment, report preparation, and presentation at one IEP

NPS – Psychoeducation triannual assessment

- Rate: $8,579 per assessment, includes individual assessment, report preparation and presentation at one IEP meeting.

NPA – Therapeutic Behavioral Coaching [TBC] (Code 535)

- Intensive Rate: $7,368/month
- Standard Rate: $4,606/month
- Maintenance Rate: $3,070/month
- All students will receive the “Standard” tier unless otherwise stated in the IEP

Non-Public, Non-Sectarian School/Agency Services
Addendum to NPS Master Contract

This document serves as an Addendum to the NPS Master Contract for the 2025 – 2026 school year, currently signed between AIMS K-12 College Prep Charter District and Seneca Family of Agencies. Both parties hereby agree to modify the existing contract agreement to include the following changes.

Section 24, paragraph 1 is hereby deleted and replaced in its entirety with:

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students. Class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary during the regular or extended school year to provide services to students with disabilities.

Section 25, paragraph 1 is hereby deleted and replaced in its entirety with:

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days at least equal to 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Section 40, paragraph 4 is hereby deleted and replaced in its entirety with:

40. PARENT ACCESS

Seneca supports robust communication between families, districts, and our school team through regular notification around student progress and needs. We believe that students are best supported when all parties can work together. As such, Seneca will provide the LEA with updates related to the following concerns when they are reported to parents:

- Concerns about attendance
- Concerns about a student being in danger of failing a class
- Concerns about student incidents where a BER is required
- Concerns about transportation safety
- Concerns about the appropriateness of placement

Section 42 is hereby deleted and replaced in its entirety with:

42. STUDENT MEALS

Seneca Non-Public Schools provide access for all students to a balanced, nutritious breakfast and lunch.

Due to Seneca's Daily Non-Public School rate, which is invoiced based on days of enrollment in the program (as opposed to being based on the number of days of attendance in the program), Section 59, NONPUBLIC SCHOOL STUDENT ABSENCE is hereby deleted and replaced in its entirety with:

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10th) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

The following language is hereby added and made part of Section 9 of this agreement:

PARTNERSHIP STAFFING

In recognition of the current staffing shortages across the state and the investment that each entity makes to identify, train, support and retain staff; both parties hereby agree as follows:

Seneca Family of Agencies and AIMS K-12 College Prep Charter District agree that during the Term and for a period of twelve months following the termination or expiration of this Agreement, they will not directly or indirectly solicit or recruit the other Party's employees. For the purposes of this clause, a general advertisement or notice of a job listing or opening or other similar general publication of a job search or availability to fill employment positions distributed by any legal means, including on the internet, shall not be construed as a solicitation or recruitment effort. Furthermore, the hiring of any person who freely responds to any such notice or advertisement shall not be a breach of this clause even if such person was an employee or contractor of the other party immediately preceding such hiring or at any time during the prior twelve months. The parties agree that none of their employees is barred from applying to the other party for a job at any time and this clause shall not be interpreted in a way that would prevent an employee of either party from engaging in their profession with the employer of their choice in violation of any applicable law.

The following language is hereby added and made part of Section 17 of this agreement:

DATA SHARING

Purpose - In our work with students and families, Seneca family of agencies uses a number of data platforms to track the provision of school-wide and student services, service-related goals, and goal progress. The overall goal of our data-informed practices is to determine the effectiveness of the academic, behavioral, and clinical services provided by Seneca and to receive ongoing data-based feedback throughout the year on the student's individual and group plans. The data tracked will be used to support service decisions aimed at improving students' academic achievement and engagement, decreasing problem behavior and discipline issues, and improving social-emotional wellness, school climate, and parent engagement.

Scope and Data Elements - Seneca will access and import following data sets for all enrolled students into the appropriate databases for service and progress tracking purposes: School Name, School ID, Student ID (SSID), State Student ID, Last Name, First Name, Middle Name, Date of Birth, Gender, Grade, Teacher, Race/Ethnicity, ELL status, Home Language, and Special Education Status.

Transfer of Data - The School/District and Seneca shall use a secure, mutually agreed upon means and schedule for transferring confidential information.

Contractor Responsibilities

1. Seneca acknowledges that these data are confidential data and proprietary to the school/district, and agree to protect such information from unauthorized disclosures and to comply with all applicable District, Local, State and Federal confidentiality laws and regulations including but not limited to the California Education Code and the Family Education Rights and Privacy Act (FERPA).
2. Seneca will use appropriate safeguards to prevent the use or disclosure of the information other than as provided by this data use agreement.
3. Seneca shall not re-disclose any individual-level data with or without identifying information to any other requesting individuals, agencies, or organizations without prior written authorization from the school/district.
4. Seneca shall keep all information furnished by the school/district in space physically and electronically secure from unauthorized access. Information and data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means.

All other conditions in the original contract dated 7/1/2025 will remain in effect as agreed unless Seneca Family of Agencies and/or the contracting LEA, AIMS K-12 College Prep Charter District both agree to make future changes, which would require future addendums.

The parties hereto have executed this contract by and through their duly authorized agents or representatives.

Seneca Family of Agencies	AIMS K-12 College Prep Charter District
By: Scott Osborn	By:
Print Name: Scott Osborn	Print Name:
Title: Chief Operating Officer	Title:
Date: July 31, 2025 14:37 PT	Date:

SENECA
FAMILY OF AGENCIES | UNCONDITIONAL CARE

Bridges - Services Calendar: 2025-2026

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Independence Day: July 4
ESY: June 23 – July 25
Student/Staff Days: 18/18

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer Break: July 28 – Aug 12
First Day School: Aug. 13
Student/Staff Days: 13/20

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Labor Day: Sept 1
Student/Staff Days: 21/21

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indigenous People's Day Observed: Oct. 13
End of Quarter 1: Oct. 24
Student/Staff Days: 22/22

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Veteran's Day Observed: Nov. 10
Thanksgiving Break: Nov. 26-28
Student/Staff Days: 16/16

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: Dec. 22 - Jan. 5
Christmas Day: Dec. 25
Student/Staff Days: 15/15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Year's Day: Jan. 1
Martin Luther King Jr. Day: Jan. 19
End of Quarter 2: Jan 23
Student/Staff Days: 18/19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

President's Day: Feb. 16
Student/Staff Days: 19/19

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Development Day: March 9
Student/Staff Days: 21/22

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of Quarter: April 3
Spring Break: April 6-10
Student/Staff Days: 17/17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Memorial Day: May 25
Student/Staff Days: 20/20

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter 4/Last Day of School: June 16
Juneteenth: June 19
Summer Break: June 17-26
ESY: June 29 – July 31
Student/Staff Days: 14/14

School Schedule
Monday - Wednesday, Friday 9:00am – 2:30pm
Thursday 9:00am – 1:30pm

ESY Schedule and/or Minimum Day
9:00am – 1:30pm

*School will be open **only** if there are unplanned shutdown days

Break / No School
Emergency Make Up Day*
Minimum Day

Total Student Days: 214 Staff Days: 223

SENECA
FAMILY OF AGENCIES | UNCONDITIONAL CARE

Catalyst Academy School Calendar: 2025-2026

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Independence Day: July 4
ESY: June 23 – July 25

Student/Staff Days: 18/18

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer Break: July 28 – Aug 12
First Day School: Aug 13

Student/Staff Days: 13/20

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Labor Day: Sept 1

Student/Staff Days: 21/21

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indigenous People's Day Observed: Oct. 13
Caregiver Teacher Conferences: Oct 20-24
End of Quarter 1: Oct 23

Student/Staff Days: 22/22

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Veteran's Day Observed: Nov 10
Thanksgiving Break: Nov 27-28

Student/Staff Days: 17/17

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: Dec. 22-Jan 5
Christmas Day: Dec 25

Student/Staff Days: 15/15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Year's Day: Jan 1
Staff Development: Jan 5
Martin Luther King Jr. Day: Jan 19
End of Quarter 2: Jan 16

Student/Staff Days: 18/19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

President's Day: Feb 16

Student/Staff Days: 19/19

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Development Day: Mar 9
End of Quarter 3: March 26
Caregiver Teacher Conferences: March 30-April 3

Student/Staff Days: 21/22

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Spring Break: April 6-10

Student/Staff Days: 17/17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School: May 15
Memorial Day: May 25

Student/Staff Days: 19/19

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7		9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter 4/Last Day of School: June 16
Juneteenth: June 19
Summer Break: June 17-26
ESY: June 29 – July 31

Student/Staff Days: 14/14

School Schedule
8:15am-2:15pm High School
8:30am-2:15pm Elementary and Middle School

ESY Schedule and/or Minimum Day
8:15am-1:30 pm High School
8:30am-1:30pm Elementary and Middle School

*School will be open **only** if there are unplanned shutdown days

Break / No School
Emergency Make Up Day*
Minimum Day

Total Student Days: 214 Staff Days: 223

SENECA
FAMILY OF AGENCIES | UNCONDITIONAL CARE

JBA School Calendar: 2025-2026

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Independence Day: Jul 4
ESY: Jun 23 – Jul 25

Student/Staff Days: 18/18

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer Break: Jul 28 – Aug 12
First Day School: Aug 13

Student/Staff Days: 13/20

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Labor Day: Sep 1

Student/Staff Days: 21/21

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indigenous People's Day Observed: Oct 13
Caregiver Teacher Conferences: Oct 20-24
End of Quarter 1: Oct 24

Student/Staff Days: 22/22

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Veteran's Day Observed: Nov 10
Thanksgiving Break: Nov 26-28

Student/Staff Days: 16/16

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: Dec 22-Jan 5
Christmas Day: Dec 25

Student/Staff Days: 15/15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Year's Day: Jan 1
Staff Development: Jan 5
Martin Luther King Jr. Day: 19
End of Quarter 2: Jan 23

Student/Staff Days: 18/19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

President's Day: Feb 16

Student/Staff Days: 19/19

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Development Day: Mar 9
No School: Mar 16

Student/Staff Days: 20/21

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of Quarter 3: Apr 3
Spring Break: Apr 6-10

Student/Staff Days: 17/17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School: May 4
Memorial Day: May 25

Student/Staff Days: 19/19

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter 4/Last Day of School: Jun 18
Juneteenth: Jun 19
Summer Break: Jun 22-26
ESY: Jun 29 – Jul 31

Student/Staff Days: 16/16

School Schedule
M/Tu/Th/F: 9:00-3:00
W: 9:00-1:30

ESY Schedule and/or Minimum Day
9:00-1:30
*School will be open **only** if there are unplanned shutdown days

Break / No School
Emergency Make Up Day*
Minimum Day

Total Student Days: 214 Staff Days: 223

SENECA
FAMILY OF AGENCIES | UNCONDITIONAL CARE

Maya Angelou Academy School Calendar: 2025-2026

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Independence Day: July 4
ESY: June 23 – July 25

Student/Staff Days: 18/18

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer Break: July 28 – Aug 12
First Day School: Aug. 13

Student/Staff Days: 13/20

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Labor Day: Sept 1

Student/Staff Days: 21/21

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indigenous People's Day Observed: Oct. 13
Caregiver Teacher Conferences: Oct. 20-24
End of Quarter 1: Oct. 24

Student/Staff Days: 22/22

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Veteran's Day Observed: Nov. 10
Thanksgiving Break: Nov. 26-28

Student/Staff Days: 16/16

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: Dec. 22-Jan. 5
Christmas Day: Dec. 25

Student/Staff Days: 15/15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Year's Day: Jan. 1
Martin Luther King Jr. Day: Jan. 19
End of Quarter 2: Jan. 23

Student/Staff Days: 18/19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

President's Day: Feb. 16

Student/Staff Days: 19/19

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No School: March 6
Staff Development Day: March 9

Student/Staff Days: 20/21

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of Quarter: April 3
Spring Break: April 6-10

Student/Staff Days: 17/17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School: May 8
Memorial Day: May 25

Student/Staff Days: 19/19

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter 4/Last Day of School: June 18
Juneteenth: June 19
Summer Break: June 22-26
ESY: June 29 – July 31

Student/Staff Days: 16/16

School Schedule
Monday through Friday 9:00am – 2:30pm

ESY Schedule and/or Minimum Day
9:00am – 1:15pm

*School will be open **only** if there are unplanned shutdown days

Break / No School
Emergency Make Up Day*
Minimum Day

Total Student Days: 214 Staff Days: 223

SENECA
FAMILY OF AGENCIES | UNCONDITIONAL CARE

Pathfinder Academy School Calendar: 2025-2026

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Independence Day: July 4
ESY: June 23 – July 25

Student/Staff Days: 18/18

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Summer Break: July 28 – Aug 12
First Day School: Aug 13

Student/Staff Days: 13/15

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Labor Day: Sept 1

Student/Staff Days: 21/21

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Indigenous People's Day Observed: Oct 13
Caregiver Teacher Conferences: Oct 20-24
End of Quarter 1: Oct 31

Student/Staff Days: 22/22

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Thanksgiving Break: Nov 24-28

Student/Staff Days: 15/15

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Winter Break: Dec 22 – Jan 5
Christmas Day: Dec 25

Student/Staff Days: 15/15

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Year's Day: Jan 1
Martin Luther King Jr. Day: 19
End of Quarter 2: Jan 23

Student/Staff Days: 18/19

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

President's Day: Feb 16

Student/Staff Days: 19/19

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Development Day: Mar 9
Caregiver Teacher Conferences: March 23-27

Student/Staff Days: 21/22

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

End of Quarter 3: Apr 3
Spring Break: Apr 6-10

Student/Staff Days: 17/17

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Cinco de Mayo Observed: May 4
Memorial Day: May 25

Student/Staff Days: 19/19

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

End of Quarter 4/Last Day of School: June 18
Juneteenth: June 19
Summer Break: June 22-26
ESY: June 29 – July 31

Student/Staff Days: 16/16

School Schedule
9:00 am – 3:00 pm (M/T/TH/F)
9:00 am – 1:45 pm (W)

ESY Schedule and/or Minimum Day
9:00 am – 1:45 pm

*School will be open only if there are unplanned shutdown days

Break / No School
Emergency Make Up Day*
Minimum Day

Total Student Days: 214 Staff Days: 223

California Department of Education - Nonpublic School Certification

Date: June 12, 2025

NPS ID 07-61796-0128843
Nonpublic School: Seneca Family of Agencies - Catalyst Academy
Site Administrator: Kari Sundstrom
Site Address: 1060 Manor Road
City: El Sobrante State: California Zip Code: 94803

Grades: 1 to 12
Student Gender: Coed

2025 Certification Status: Approved

Effective Dates: January 01, 2025 *through* December 31, 2025

☑ *Amended*

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic school for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurrence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

Authorized to Provide Special Education Instruction to Students Identified with the following Primary Disabling Conditions:

☑ Autism	☐ Hard of Hearing	☑ Other Health Impairment
☐ Deaf/Blind	☐ Hearing Impaired	☐ Speech and Language Impairment
☐ Deaf	☑ Intellectual Disability	☑ Specific Learning Disability
☑ Emotional Disturbance	☐ Multiple Disabilities	☐ Traumatic Brain Injury
☐ Established Medical Disability	☐ Orthopedic Impairment	☐ Visual Impairment

Authorized to Provide the Following Related Services:

☐ APE	☑ BII	☑ LSDR	☐ RS	☐ VECD	☐ VT
☐ AS	☑ CG	☐ MT	☑ PCT	☑ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PS	☐ TS	☐ Other Services Authorized:
☑ BID	☑ HNS	☐ OT	☐ PT	☐ VS	

☐ Residential Component — If checked, this box acknowledges that the NPS has submitted documentation related to a residential component, and should not be construed as an evaluation, accreditation, approval, recognition, or endorsement.

Certification is not an endorsement of the services offered by the nonpublic school (NPS), but states only that the NPS meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPS to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Nonpublic Schools Unit, Special Education Division 2340

California Department of Education - Nonpublic School Certification

Date: December 31, 2024

NPS ID 01-61309-7035512
Nonpublic School: Seneca Family of Agencies - James Baldwin Academy
Site Administrator: Monica Mile
Site Address: 2275 Arlington Drive
City: San Leandro State: CA Zip Code: 94578

Grades: 4 to 12
Student Gender: Coed

2025 Certification Status: Approved

Effective Dates: January 01, 2025 *through* December 31, 2025

☐ *Amended*

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic, nonsectarian school or agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurrence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

Authorized to Provide Special Education Instruction to Students Identified with the following Primary Disabling Conditions:

☑ Autism	☐ Hard of Hearing	☑ Other Health Impairment
☐ Deaf/Blind	☐ Hearing Impaired	☐ Speech and Language Impairment
☐ Deaf	☑ Intellectual Disability	☑ Specific Learning Disability
☑ Emotional Disturbance	☐ Multiple Disabilities	☐ Traumatic Brain Injury
☐ Established Medical Disability	☐ Orthopedic Impairment	☐ Visual Impairment

Authorized to Provide the Following Related Services:

☐ APE	☐ BII	☐ LSDR	☐ RS	☐ VECD	☐ VT
☐ AS	☐ CG	☐ MT	☐ PCT	☐ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PS	☐ TS	☐ Other Services Authorized:
☐ BID	☐ HNS	☐ OT	☐ PT	☐ VS	

☐ Residential Component — If checked, this box acknowledges that the NPS has submitted documentation related to a residential component, and should not be construed as an evaluation, accreditation, approval, recognition, or endorsement.

Certification is not an endorsement of the services offered by the nonpublic school (NPS), but states only that the NPS meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPS to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Nonpublic Schools Unit, Special Education Division

California Department of Education - Nonpublic School Certification

Date: December 31, 2024

NPS ID 01-61259-6140131
Nonpublic School: Seneca Family of Agencies - Maya Angelou Academy
Site Administrator: Claudia Camacho
Site Address: 3965 High Street
City: Oakland State: CA Zip Code: 94618

Grades: Kindergarten to 5
Student Gender: Coed

2025 Certification Status: Approved

Effective Dates: January 01, 2025 *through* December 31, 2025

☐ *Amended*

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic, nonsectarian school or agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurrence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

Authorized to Provide Special Education Instruction to Students Identified with the following Primary Disabling Conditions:

☑ Autism	☐ Hard of Hearing	☑ Other Health Impairment
☐ Deaf/Blind	☐ Hearing Impaired	☐ Speech and Language Impairment
☐ Deaf	☑ Intellectual Disability	☑ Specific Learning Disability
☑ Emotional Disturbance	☐ Multiple Disabilities	☐ Traumatic Brain Injury
☐ Established Medical Disability	☐ Orthopedic Impairment	☐ Visual Impairment

Authorized to Provide the Following Related Services:

☐ APE	☑ BII	☑ LSDR	☐ RS	☐ VECD	☐ VT
☐ AS	☑ CG	☐ MT	☑ PCT	☑ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PS	☐ TS	☐ Other Services Authorized:
☑ BID	☑ HNS	☐ OT	☐ PT	☐ VS	

☐ Residential Component

If checked, this box acknowledges that the NPS has submitted documentation related to a residential component, and should not be construed as an evaluation, accreditation, approval, recognition, or endorsement.

Certification is not an endorsement of the services offered by the nonpublic school (NPS), but states only that the NPS meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPS to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Nonpublic Schools Unit, Special Education Division

California Department of Education - Nonpublic School Certification

Date: December 31, 2024

NPS ID 01-61176-7077548
Nonpublic School: Seneca Family of Agencies - Pathfinder Academy
Site Administrator: Grace Alvarez
Site Address: 600 G Sreet
City: Union City State: CA Zip Code: 94587

Grades: 6 to 12
Student Gender: Coed

2025 Certification Status: Approved

Effective Dates: January 01, 2025 *through* December 31, 2025

☐ *Amended*

Per California Education Code 56366.4(a)(5)(A), the superintendent may revoke or suspend the certification of a nonpublic, nonsectarian school or agency for any of the following reasons: Failure to notify the department in writing of any of the following within 45 days of the occurrence: changes in credentialed, licensed, or registered staff who render special education and related services; ownership; management; or control of the nonpublic, nonsectarian school or agency.

Authorized to Provide Special Education Instruction to Students Identified with the following Primary Disabling Conditions:

☑ Autism	☐ Hard of Hearing	☑ Other Health Impairment
☐ Deaf/Blind	☐ Hearing Impaired	☐ Speech and Language Impairment
☐ Deaf	☑ Intellectual Disability	☑ Specific Learning Disability
☑ Emotional Disturbance	☐ Multiple Disabilities	☐ Traumatic Brain Injury
☐ Established Medical Disability	☐ Orthopedic Impairment	☐ Visual Impairment

Authorized to Provide the Following Related Services:

☐ APE	☑ BII	☑ LSDR	☐ RS	☐ VECD	☐ VT
☐ AS	☑ CG	☐ MT	☑ PCT	☑ SW	☐ LI:
☐ ATS	☐ EE	☐ OM	☐ PS	☐ TS	☐ Other Services Authorized:
☑ BID	☑ HNS	☐ OT	☐ PT	☐ VS	

☐ Residential Component — If checked, this box acknowledges that the NPS has submitted documentation related to a residential component, and should not be construed as an evaluation, accreditation, approval, recognition, or endorsement.

Certification is not an endorsement of the services offered by the nonpublic school (NPS), but states only that the NPS meets minimum legal standards. "Approved" or "Conditional" certifications authorize the NPS to accept students placed by local educational agencies (LEAs) under California Education Code, Section 56366.

Nonpublic Schools Unit, Special Education Division

INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2025 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency: AIMS Nonpublic School: Seneca Family of Agencies - James Baldwin Academy

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ (Last) (First) (M.I.) Sex: M ☐ F Grade: _____

Address: 1821 Irving Avenue City: Oakland State/Zip: CA / 94601

DOB: 4/22/2007 Residential Setting: ☒ Home ☐ Foster ☐ LCI # _____ ☐ OTHER _____

Parent/Guardian: Rilen Wen Phone (510) 457-6886 (Residence) ( ) _____ (Business)

Address: _____ (If different from student) City _____ State/Zip _____

AGREEMENT TERMS:

1. Nonpublic School: The average number of minutes in the instructional day will be: 240 during the regular school year
   240 during the extended school year
2. Nonpublic School: The number of school days in the calendar of the school year are: 194 during the regular school year
   20 during the extended school year
3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

   A. *INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:* (Applies to nonpublic schools only): Daily Rate: $233

   Estimated Number of Days: 214 x Daily Rate: $233 = PROJECTED BASIC EDUCATION COSTS: $49,862.00

   B. RELATED SERVICES:

SERVICE	Provider: LEA	NPS	OTHER Specify	# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
Intensive Individual Services (340)		X		1,200 min/week	$120/hour	41 weeks	$98,400.00
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (460)							
Physical Therapy (480)							
Individual Counseling (510)		X				41 weeks	Billed to MediCal
Counseling and guidance (515)		X				41 weeks	Billed to MediCal
Parent Counseling (520)		X				41 weeks	Billed to MediCal
Social Work Services (525)							

SERVICE	Provider: LEA	NPS	OTHER Specify	# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (880)							
Other (800)J							
Other (800)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other: NPS ESMIS							

ESTIMATED MAXIMUM RELATED SERVICES COST $93,400.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS $148,252.00

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: _____ Quarterly ___ Monthly X Other (Specify) NPS Quarterly Calendar

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-	-LEA/SELPA-
Seneca Family of Agencies- James Baldwin Academy	
(Name of Nonpublic School/Agency)	(Name of LEA/SELPA)
Scott Osborn July 11, 2025 9:42 PT	
(Signature) (Date)	(Signature) (Date)
Scott Osborn, COO	
(Name and Title)	(Name of Superintendent or Authorized Designee)

Coversheet

ATX Learning

Section: IV. Consent Calendar
Item: X. ATX Learning
Purpose: Vote
Submitted by:
Related Material: ATX Learning 2025-26 MOU Contract Board Packet.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Deborah Woods
Position/Title: Director
Department: Special Education
Date of Submission (MM/DD/YYYY): 8/26/25

Item Details

Title of Item: Ausin Texas Learning Group LLC
Is this item a: ☐ New Submission
☑ Renewal
If Renewal: Please summarize any changes from the previous submission:
3 SpEd teachers + 4 paraeducators

Approvals

Has this item been reviewed by:

- ☐ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☐ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☑ Yes ☐ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 8/26/25

Financial Information (if applicable):

Total Cost: $ 791,800

Is this expenditure included in the annual budget?

☑ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☑ LCAP ☐ Other:

2025-2026 **CONTRACT NUMBER:**

LOCAL EDUCATION AGENCY: AIMS K12 College Prep Charter District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER: Ausin Texas Learning Group LLC Inc

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on July 1, 2025, between **AIMS K12 College Prep Charter District**, hereinafter referred to as the local educational agency ("LEA"), a member of the El Dorado County Charter SELPA and **Ausin Texas Learning Group LLC Inc** (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq*. and Title 5 of the California Code of Regulations section 3000 *et seq*., AB 490 (Chapter 862, Statutes of 2003) and AB 1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Service Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the student's Individualized Education Program (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for the development of the ISA and invoices.

Unless placement and/or services is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed settlement agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with NPS placement or NPS/A services until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a NPS/A. All NPS/A services shall be provided consistent with the area of certification and licensure specified by CDE Certification and as defined in California Education Code, section 56366 et seq and within the professional scope of practice of each provider's license, certification, and/or credential. A current copy of CONTRACTOR's NPS/A certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Agreement is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract.

Total student enrollment shall be limited to capacity as stated on CDE certification and in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified and all staff persons providing services to pupils shall be certified and/or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care room and board to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE in writing of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to; the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2025 to June 30, 2026 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. The parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2025 (Title 5 California Code of Regulations section 3062(d)). In the event the contract negotiations are not agreed to by June 30th, the most recently executed Master Contract will remain in effect for 90 days (Education Code 56366(c)(1)). If, after 60 days the master contract or individual services agreement has not been finalized, as prescribed in paragraph (1) of subdivision (a), either party may appeal to the county superintendent of schools, if the county superintendent of schools is not participating in the local plan involved in the nonpublic, nonsectarian school or agency contract; or the Superintendent, if the county superintendent of schools is participating in the local plan involved in the contract, to negotiate the contract. Within 30 days of receipt of this appeal, the county superintendent of schools or the Superintendent, or the individual designee, shall mediate the formulation of a contract, which shall be binding upon both parties (Education Code 56366 (c) (2)). No

Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of current teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety-day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA

6. INDIVIDUAL SERVICE AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP or by written agreement between the parent and LEA. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the NPS/A.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees

otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, and employees.

b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for NPS/A. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for this Contract, unless otherwise specified in this Contract.

c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(g).

d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and related services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which the individual is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (r)).

e The term "license" means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(l).

f. "Parent" means:

i. a biological or adoptive parent; unless the biological or adoptive parent does not have legal authority to make educational decisions for the child,

ii. a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child,

iii. an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare,

iv. a surrogate parent,

v. a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2).

vi. Parent does not include the state or any political subdivision of government or the NPS/A under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).

g. The term "days" means calendar days unless otherwise specified.

h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.

i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.

j. It is understood that the term "Master Contract" also means "Contract" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed, emailed, or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed or emailed to LEA shall be addressed to the person and address as indicated on the signature page of this Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; behavior emergency reports (BER); incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however,

such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, , including verification of behavior training consistent with 56366.1; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws, if applicable; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; evidence of electronic payments; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, date/time of access for each individual requesting or receiving information from the student's record, and a description of the record(s) provided. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors.

CONTRACTOR shall grant the following access to student records, (a) the student's parent; (b) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, BER's, incident reports, notification of injuries and all other relevant reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or ISA may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting.

To terminate the contract either party shall give no less than twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at CONTRACTOR'S sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AND AGENCIES

A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

$2,000,000 per occurrence
$ 500,000 fire damage
$ 5,000 medical expenses
$1,000,000 personal & adv. injury
$3,000,000 general aggregate
$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability Insurance** for all owned, non-owned or hired automobiles with a $1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage**, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by

endorsement or separate policy**,** with the following limits:

$1,000,000 per occurrence
$2,000,000 general aggregate

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above $100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is an NPS affiliated with a **residential treatment center (NPS/RTC**), the following insurance policies are required:

A. **Commercial General Liability** including both bodily injury and property damage, with limits as follows:

$3,000,000 per occurrence
$6,000,000 in General Aggregate**.**

The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above $100,000 without the prior written approval of the LEA.

B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of $1,000,000/$1,000,000/$1,000,000.

C. **Commercial Auto Liability** coverage with limits of $1,000,000 Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is $5,000,000 Combined Single Limit per Occurrence.

D. **Fidelity Bond** or **Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be $250,000 per occurrence, with no self-insured retention.

E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of $3,000,000 per occurrence and $6,000,000 general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The LEA and the Member District(s) shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance thereof, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers LEA employees acting within the course and scope of their respective duties and that its self-insurance covers the LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Contract as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is determined to be a partner, joint venture, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including, but not limited to, transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance must reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 44 Clearance Requirements and Section 45 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and Government Code Section 1090 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

The LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e., before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

The LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide special education and/or related services (including transition services) to each student within the NPS/A consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or when the student is no longer enrolled in the NPS. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA, CONTRACTOR, and PARENT agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All NPS/A services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq...

When CONTRACTOR is a NPS, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by an LEA, that contracts with the NPS: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades 9 through 12 inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

When CONTRACTOR is a NPA and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The NPA providing Behavior Intervention services shall develop a written plan that specifies the nature of their NPA service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a Licensed Children's Institution (LCI), all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. LCI CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained behaviorist or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a NPA, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a NPS, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and passing time shall be at the same level that Ed. Code prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a NPA and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a NPS, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary, during the regular or extended school year to provide services to students with disabilities.

In the event a NPS is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the CDE Certification of that school, the NPS shall develop a plan to ensure appropriate coverage of students by first utilizing existing certificated staff. The NPS and the LEA may agree to one 30 school day period per contract year where class size may be increased to ensure

coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a NPA.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

25. CALENDARS

When CONTRACTOR is an NPS, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the student's IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services as determined by the IEP team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPS service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by the LEA.

When CONTRACTOR is a NPA, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any NPA service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide data related to all sections of this contract, including student discipline as noted below, and requested by and in the format required by the LEA. It is understood that all NPS/A shall utilize the LEA approved electronic IEP system for all IEP development, service tracking documentation, and progress reporting, unless otherwise agreed to by the LEA. Additional

progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

Using forms developed by the CDE or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Code sections 48900 and 48915. CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code sections 48900 and 48915.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a NPS, per implementation of Senate Bill 484, CONTRACTOR shall administer all statewide assessments within the California Assessment of Student Performance and Progress ("CAASPP"), Desired Results Developmental Profile ("DRDP"), California Alternative Assessment ("CAA"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, , the English Language Proficiency Assessments for California ("ELPAC"), the Alternative English Language Proficiency Assessments for California ("Alternative ELPAC"), and as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, data collection, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

CONTRACTOR shall comply with the requirements of Education Code section 49005, et seq., 56521.1 and 56521.2. LEA students who exhibit behaviors that interfere with their learning or the learning of others must receive timely and appropriate assessments and positive supports and interventions in accordance with the federal law and it's implementing regulations. If the IEP team determines that a student's behavior impedes the individual learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan ("BIP"), the IEP team may conclude it is sufficient to address the student's behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. CONTRACTOR shall ensure that all of its staff members are trained in crisis intervention, emergency procedures, and evidenced-based practices and interventions specific to the unique behavioral needs of the CONTRACTOR's pupil population. The training shall be provided within 30 days of employment to new staff who have any contact or interaction with pupils during the school day, and annually to all staff who have any contact or interaction with pupils during the school day. The CONTRACTOR shall select and conduct the training in accordance with California Education Code section 56366.1. CONTRACTOR shall maintain written records of the training and provide written verification of the training annually and upon request.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and shall not be employed longer than necessary to contain the behavior. Emergency interventions may only be used to control unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies require a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student's IEP does not contain a BIP, an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following:

1. any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock;
2. an intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual;
3. an intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities;
4. an intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma; restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities,
5. Prone restraint;

6. locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room;
7. an intervention that precludes adequate supervision of the individual;
8. an intervention that deprives the individual of one or more of the individual's senses.

CONTRACTOR shall comply with Education Code sections 49005.8, 56521.1 and 56521.2. Specifically, Contractor shall not do any of the following:

1. Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
3. Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places the individual's body weight against the pupil's torso or back.
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
5. Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back
6. Use prone containment.
7. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

CONTRACTOR shall keep constant, direct observation of a pupil who is in seclusion, which may be through observation of the pupil through a window, or another barrier, through which the educational provider is able to make direct eye contact with the pupil. This observation shall not be through indirect means, including through a security camera or a closed-circuit television.

CONTRACTOR shall afford pupils who are restrained the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the pupil and others.

In the case of a child whose behavior impedes the child's learning or that of others, the IEP team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

All restraint practices must be reviewed and revised when they have an adverse effect on a student and are used repeatedly for an individual child, either on multiple occasions within the same classroom or multiple uses by the same individual. CONTRACTOR shall notify the student's parent/guardian when any type of physical or mechanical restraint or seclusion has been used. Upon the use of any type of physical or mechanical restraint or seclusions of an LEA student, CONTRACTOR shall complete a BER per the reporting and notification requirements listed above.

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations. Using forms developed by the California Department of Education or as otherwise mutually agreed upon by CONTRACTOR and LEA, CONTRACTOR shall provide LEA, on a monthly basis, a written report of all incidents in which a statutory offense is committed by any LEA student, regardless if it results in a disciplinary action of suspension or expulsion. This includes all statutory offenses as described in Education Codes 48900 and 48915.CONTRACTOR shall also include incidents resulting in the use of a behavioral restraint and/or seclusion even if they were not a result of a violation of Education Code Sections 48900 and 48915.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such

disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10^{th}) day of suspension

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the NPS; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If the LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of the individual IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The LEA or SELPA may provide training for any CONTRACTOR to ensure access to the approved system. The CONTRACTOR shall maintain confidentiality of all IEP data on the approved system and shall protect the password requirements of the system. When a student dis-enrolls from the NPS/NPA, the NPS/NPA and LEA shall discontinue use of the approved system for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an Interim Alternative Educational Setting is deemed lawful and appropriate by LEA or OAH consistent with Section 1415 (k)(1)(7) of Title 20 of the United States Code.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall recognize an LEA appointed surrogate parent assignments for students without parental representation, including unaccompanied homeless youths, in special education procedures pursuant to California Government Code Section 7579.5. Surrogate parents shall serve as the child's parent and have all the rights relative to the student's education that a parent has under the Individuals with Disabilities Education Act pursuant to *20 USC 1414-1482 and 34 CFR 300.1-300.756.* A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a NPS by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. Participation further includes the willingness to make CONTRACTOR's staff available for witness preparation and testimony as is necessary to facilitate a due process hearing. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq*.; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA. CONTRACTOR shall immediately notify LEA of any complaints filed against it related to LEA students and provide LEA with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s) quarterly.

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other evaluations of the student ten (10) days prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all evaluation costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments resulting from an assessment plan shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment and/or evaluation costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For NPA services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, evaluations conducted in order to obtain present levels of performance, interviews, and/or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. GRADES, HIGH SCHOOL COURSE CREDITS, & TRANSCRIPTS

When CONTRACTOR is a NPS, CONTRACTOR is responsible for assigning grades for any course of instruction taught at the NPS. The grades determined by the pupil's teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final and consistent with the provisions specified in EC Section 49066. The grades each pupil receives in all courses of instruction taught by the NPS shall be reported to the parents and the LEA on a quarterly basis. Consistent with the LEA, should it become evident to the NPS the pupil is in danger of failing a course, the CONTRACTOR must initiate a parent conference, and the LEA representative must be in attendance.

When CONTRACTOR serves students in grades nine (9) through twelve (12) inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not recommend awarding a high school diploma to students who have not successfully completed all of the LEA's graduation requirements.

Pupils enrolled in high school during the 2020-2021 academic year may request a Pass or No Pass grade as permitted in EC Section 49066.5, which may be reflected on the student's transcript and shall not negatively affect the pupil's grade point average.

CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

INDIVIDUAL TRANSITION PLANNING – AB 438, Approved on September 28, 2024

Effective July 1, 2025, if determined appropriate by the pupil's IEP team, beginning when the pupil starts their high school experience and not later than when the pupil is 16 years of age or younger, as appropriate, and annually thereafter, a statement of needed transition services shall be included in the pupil's individualized education program. If the individualized education program team determines that the pupil would benefit from the postponement of the inclusion of appropriate measurable postsecondary goals and transition services until 16 years of age, rather than when the pupil begins their high school experience, the individualized education program team shall appropriately justify the basis for that postponement. (EC section 56043(h).)

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days from the date CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA, in writing, of the student's change of residence. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, LEA shall not be responsible for the costs of services delivered following the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and parent/guardian withdrawal of student against professional advice from a NPS/RTC.

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters, when applicable. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. When requested, CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA consistent with LEA Procedures.

CONTRACTOR providing services in the student's home as specified in the IEP shall ensure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergencies. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

All problems and/or concerns, both verbal and written, reported to pupil's parents shall also be provided, in writing, to the LEA.

41. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a LCI, CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9 (c) (1), Health and Safety Code section 1501.1and any other applicable laws and/or regulations, including LEA guidelines or procedures. An LCI shall not require that a pupil be placed in its NPS as a condition of being placed in its residential facility.

If CONTRACTOR is a NPS/RTC, CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1400 et seq. including the federal regulations 34 C.F.R section 300 et seq. and Education Code section 56000 et seq. including Title 5 of the California Code of Regulations section 3000 et seq.. CONTRACTOR shall comply with all monitoring requirements set forth in Section 43 below.

If CONTRACTOR is a NPS that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified as special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment. A copy of the current IEP shall be provided to the LEA.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with NPS placement until the date on which an IEP team meeting is convened, the IEP team determines that a NPS placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal IDEA (20 U.S.C. Sec. 1400 et seq.) and shall be certified or licensed by the state to provide nonmedical care, clinical services, or short-term residential therapeutic programs, as applicable to the facility type.

42. STATE MEAL MANDATE

When CONTRACTOR is a NPS, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49005 et seq.; ; 49501.5, the universal meal mandate enacted by AB 130 (2021-2022); 49530 et seq; and 49550 et seq.

LEA, at its sole discretion, may elect to directly provide meals to CONTRACTOR for distribution to LEA students at the nonpublic school on its own or by another local school district.

CONTRACTOR acknowledges that the LEA does not receive any state or federal reimbursement for any meals CONTRACTOR provides to LEA students and that CONTRACTOR is only eligible to receive direct reimbursement if it is an approved site under the National School Lunch Program.

In the event the LEA requests CONTRACTOR to provide meals to LEA students, CONTRACTOR will provide breakfast and lunch to LEA students in compliance with the meal pattern requirements under the School Breakfast Program and National School Lunch Program nutritional standards. LEA shall reimburse CONTRACTOR for each meal made available at a mutually agreed upon rate. In the event CONTRACTOR is unable to provide meals, the LEA and CONTRACTOR will work collaboratively to find a solution. In the event CDE determines that meals do not need to be provided, this paragraph shall not apply.

CONTRACTOR shall maintain all documentation of meals provided to LEA students. CONTRACTOR shall comply with record keeping requirements under the School Breakfast Program and National School Lunch Program or LEA template. Upon request, CONTRACTOR shall provide copies of any such records to LEA. CONTRACTOR shall also allow LEA to conduct site monitoring visits as deemed necessary by the LEA.

If CONTRACTOR uses a third-party vendor to provide meals, CONTRACTOR will assure that the third-party vendor agrees to comply with all meal pattern requirements of the School Breakfast Program and National School Lunch Program nutritional standards. Upon request, CONTRACTOR shall provide LEA with any contracts it has with third-party vendors providing meals for students.

43. MONITORING

The State Superintendent of Public Instruction ("Superintendent"), through the delegated monitoring activities to the California Department of Education (CDE), shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA or CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code

section 56366.1(j). This review will address programmatic aspects of the NPS, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

If CONTRACTOR is also an LCI and/or NPS/RTC, the CDE shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The LEA or SELPA shall conduct an onsite visit to the NPS before placement of a pupil if the LEA does not have any pupils enrolled at the school at the time of placement.

The LEA or SELPA shall conduct at least one onsite monitoring visit during each school year to the CONTRACTOR site certified as an NPS where the LEA has placed a pupil and entered into a master contract. The monitoring visit shall include, but is not limited to, a review of services specified on the ISA and provided to the pupil, a review of progress the pupil is making toward the goals set forth in the pupil's IEP, a review of progress the pupil is making toward the goals set forth in the pupil's behavioral intervention plan, if applicable, an observation of the pupil during instruction, and a walkthrough of the facility. The LEA or SELPA shall report the findings resulting from the monitoring visit to the CDE within 60 calendar days of the onsite visit.

CONTRACTOR shall allow LEA representatives access to its facilities for additional periodic monitoring of each student's instructional program. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR employees, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a NPS, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

44. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students, in-person or virtually, until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Upon request, clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from CDOJ as required by California Penal Code section 11105.2. Contractor shall certify to LEA that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal

background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the NPS/A. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

45. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(r), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).
In accordance with California Education Code section 56366.1(a)(5), when CONTRACTOR is a NPS, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development. The administrator of the NPS holds or is in the process of obtaining one of the following: (A) An administrative credential granted by an accredited postsecondary educational institution and two years of experience with pupils with disabilities. (B) A pupil personnel services credential that authorizes school counseling or psychology. (C) A license as a clinical social worker issued by the Board of Behavioral Sciences. (D) A license in psychology regulated by the Board of Psychology. (E) A master's degree issued by an accredited postsecondary institution in education, special education, psychology, counseling, behavioral analysis, social work, behavioral science, or rehabilitation. (F) A credential authorizing special education instruction and at least two years of experience teaching in special education before becoming an administrator. (G) A license as a marriage and family therapist certified by the Board of Behavioral Sciences. (H) A license as an educational psychologist issued by the Board of Behavioral Sciences. (I) A license as a professional clinical counselor issued by the Board of Behavioral Sciences. (California Education Code Section 56366.1 (a)(5)). CONTRACTOR shall maintain, and provide to the LEA upon request, documentation of its administrator's qualifications in accordance with the above.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

46. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

47. STAFF ABSENCE

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage. Substitute teachers shall remain with their assigned class during all instructional time.

The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided in accordance with California Education Code section 56061.

When CONTRACTOR is a NPA and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

48. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified NPS/A shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public-school campus, sign in/out procedures shall be followed by NPS/A providers working in a public-school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public-school credentialed classroom teacher is responsible for the instructional program.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home-based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

HEALTH AND SAFETY MANDATES

49. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq*. and 49406, regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

50. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a NPS, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

51. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49422 et seq. when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provide to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for storing medications in a secure location and ensuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

52. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

53. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

54. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

55. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

56. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures, as well as provide all such records requested by LEA concerning the same. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be

properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

57. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change of residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety

(90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the portion of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies or submit to LEA written documentation demonstrating that the basis or bases cited by the LEA for withholding payment is unfounded. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: The LEA or CONTRACTOR may appeal to the County Superintendent of Schools so long as the County Superintendent of Schools is not participating in the Local Plan involved in the NPS/A contract, or a mutually agreed upon mediator. Both parties agree to pay for their own costs and expenses arising out of such mediation. Each party agrees to act in good faith in participating in any mediation process agreed to by the parties.

58. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students. CONTRACTOR shall provide prior written notice of the rights and protections required by Title 34 of the Code of Federal Regulations section 300.154(d) whenever it seeks to use the LEA students' public benefits to pay for special education and related services. Such notice shall be provided before seeking payment from Medi-Cal for the first time and annually.

59. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California

Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10^{th}) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5^{th}) consecutive service day of the student's absence. LEA shall not be responsible for the payment of services when a student is absent.

60. LEA and/or NONPUBLIC SCHOOL CLOSURE DUE TO EMERGENCY

The following shall apply in the event of a LEA or NPS school closure due to an emergency consistent with guidelines followed by LEAs in accordance with Education Code sections 41422 and 46392:

a. If CONTRACTOR remains open, if allowed, during an emergency and serves students appropriately as delineated in the ISA, CONTRACTOR shall receive payment, regardless of whether a sending LEA is open or closed.

b. NPS School Closure- In the event of a NPS School Closure for the reasons set forth in Education Code section 41422, if the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance due to CONTRACTOR'S school closure. If the LEA is unable to obtain an alternative placement, CONTRACTOR shall receive payment consistent with the student's approved ISA, as though the student were continuing his/her regular attendance, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions.

c. LEA and NPS School Closure- In the event of the LEA and NPS School Closures, on days the LEA is funded, CONTRACTOR shall receive payment consistent with the student's approved ISA, until an alternative placement can be found and implement LEA student IEP in accordance with Education Code section 56345(a)(9) pertaining to emergency conditions. If the LEA is able to obtain alternative placement for the student, CONTRACTOR shall not receive payment for days the student is not in attendance with CONTRACTOR due to CONTRACTOR'S school closure.

When the emergency school closure is lifted, CONTRACTOR shall notify the LEAs it serves of any lost instructional minutes. CONTRACTOR and LEAs shall work collaboratively to determine the need for make-up days or service changes, and shall work together to amend IEP and ISA paperwork as appropriate.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student pupils as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, , dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state NPS/A certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the required minimum number of minutes per grade level as set forth in paragraph 23, above, and in California Education Code Section 46200-46208.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are <u>not</u> presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2025 and terminates at 5:00 P.M. on June 30, 2026, unless sooner terminated as provided herein.

CONTRACTOR	**LEA**
_Ausin Texas Learning Group , LLC__ **Nonpublic School/Agency**	**AIMS K12 College Prep Charter District** **LEA Name**
By: _____ **Signature Date**	**By: _____** **Signature Date**
___Syed Khalil_____ **Name and Title of Authorized Representative**	_Marco Menendez, Interim Executive Director__ **Name and Title of Authorized Representative**

Notices to CONTRACTOR shall be addressed to:	**Notices to LEA shall be addressed to:**
	Deborah Woods, Director of Special Education
Name and Title	**Name and Title**
	AIMS K12 College Prep Charter District
Nonpublic School/Agency/Related Service Provider	**LEA**
	171 12th St
Address	**Address**
	Oakland, CA. 94607
City State Zip	**City State Zip**
	510.926.9927
Phone Fax	**Phone Fax**
	deborah.woods@aimsk12.org
Email	**Email**

Additional LEA Notification
(Required if completed)

Name and Title
Address
City State Zip
Phone Fax
Email

AUSIN TEXAS LEARNING GROUP, LLC

ATX Learning

Rate List (2025-26)

These are all-inclusive rates. We always prefer to work with schools to offer them cost-effective solutions. The school does NOT pay an additional cent for state and federal taxes, social security, worker compensation, mileage, travel time, etc. Any additional expense is pre-approved by school authorities in writing. **ATX Learning offers tailor-made, flexible solutions. Call us for details.**

	Services	Rate	
1.	Speech Language Pathologist		
	• Speech Language Pathologist	$90-$130	per hour
	• SLP -Assistant	$75-$90	per hour
2.	School Psychologist	$100-$150	per hour
3.	Resource Specialist/ Special Ed. Teacher	$85-$120	per hour
4.	Occupational Therapist		
	• Occupational Therapist	$85-$110	per hour
	• Occupational Therapist -Assistant	$70-$85	per hour
5.	Physical Therapist	$85-$110	per hour
6.	School Social Worker (SSW)	$85-$110	per hour
7.	Counselor		
	• School Counselor	$85-$110	per hour
	• Special Education/ERMHS Counselor	$85-$115	per hour
8.	Nurse		
	• Registered Nurse (RN)	$90-$120	per hour
	• School Nurse (SN)	$80-$105	per hour
	• Licensed Vocational Nurse (LVN)	$65-$80	per hour
9.	Paraprofessionals		
	• Para Educators/Teacher Aide	$40-$50	Per hour
	• Behaviour Technician/ABA	$45-$55	Per hour
	• Registered Behaviour Tech (RBT)	$50-$65	Per hour
10.	BCBA	$90-$125	Per hour
11.	General Ed Teacher (STEM)	$60-$80	Per hour

ATX Learning, 12613 Scofield Farms Dr. Austin, TX, 78727

Phone: (313) 444 7188 **Fax: (512) 212-1338** **www.atxlearning.com**

PROFESSIONAL SERVICES AGREEMENT

This agreement ("Services Agreement") made and entered into between **AIMS K-12 College Prep Charter District** (hereinafter referred to as **Client**) located at **171, 12th Street, Oakland CA 94607** and **Ausin Texas Learning Group Llc, Inc.** (hereinafter referred to as **Consultant**) located at **10821 Red Run Blvd, #407, Owings Mills, MD 21117**. In consideration of their mutual covenants, the parties hereto agree as follows:

A. DUTIES OF CONSULTANT: The Consultant shall provide the following Professional services, studies, and/or reports, through its personnel(s) who are the employees or independent contractors:

Provide direct service, perform any needed evaluation, and recommended equipment to carry out special education program in consultation with director, principals, teacher/school staff, and parents.

B. CONTRACT PERIOD: The Consultant's work or duties under this agreement shall commence on the date specified in the Assignment Confirmation ("Exhibit A"), for the services prescribed under Exhibit A.

C. COMPENSATION: For the full performance of this agreement, the Client shall pay the Consultant as follows:

a) Consultant's fee at the rate specified in Exhibit A.

b) Consultant will provide services for a minimum of **40** billable hours per week

c) Client shall be liable to pay for all the overtime and holiday hours, for services provided by the Consultant.

Invoice: Consultant shall provide the invoice for each calendar month.
Payment shall be as follows: Payments to be made within **15 days** of receipt of invoice. Any amounts due and payable which have not been paid within 30 days of the invoice shall be subject to interest at the rate of 12% per annum, not to exceed the highest amount allowed under Texas law. All payments are due and payable in Austin, Travis County, Texas. In addition, any and all collection costs including attorney fees and court costs shall be recoverable in favor of the Consultant.

Payment for the services provided during overtime hours or holidays shall be calculated at one and a half times the regular rate agreed under the Exhibit A

D. GENERAL TERMS AND CONDITIONS:

1) MUTUAL INDEMNIFICATION: The Consultant hereby assumes, releases and agrees to indemnify, defend, protect and save the Client, its Officers, Board Members, employees, and agents harmless from and against any loss of and/or damage to the person or property of Consultant, and all loss and/or damage on account of injury to or death of any persons whomsoever arising in any way from the negligence or misconduct of Consultant, its officers, employees, or agents. Client will indemnify, defend and hold harmless Consultant, its directors, officers, employees and agents from all costs, fees, and damages (including reasonable attorneys' fees) arising from a third party claim against Consultant based on an actual or alleged: (i) failure by the Client to perform its obligations under this Agreement; (ii) breach of

Client's representations and warranties; (iii) acts or omissions constituting negligence or willful misconduct, committed by Client, its officers, employees, or agents; or (iv) failure by Client to comply with governmental laws and regulations; or (v) infringement by Client (or any property or data provided by Client) of any patent, copyright, trademark, trade secret, or other intellectual property rights.

2) REPRESENTATIONS: Client represents and warrants that all the information supplied to the Consultant is true and accurate and contains no errors or omissions. In the event that such information is not true, the Consultant may immediately terminate this agreement and claim any damages as a result of the same.

3) AGREEMENTS WITH THIRD PARTIES: Client represents and warrants that at the time of the making of this agreement it has no legal or contractual obligations to a third party that contravenes or interferes with this agreement.

4) ASSIGNMENT: Neither party shall assign this agreement, or any of the rights, duties, and obligations under this agreement, without the written consent of the other party.

5) NON-DISCRIMINATION: No discrimination shall be made in the employment of persons under this agreement because of such person's race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.

6) LICENSE AND AUTHORITY: The Consultant and its employee or independent contractors will maintain all necessary licenses during the term of this agreement. Consultant will provide evidence or copies of all necessary licenses and credentials/ clearance to Client at their request.

7) EQUIPMENT AND FACILITIES: Client and the Consultant will agree on all necessary equipment and facilities to render services pursuant to this agreement.

8) GOVERNING LAW: The validity of this agreement and any of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the State of Texas. Any dispute between the parties shall be heard in the courts sitting in Travis County, Texas.

9) WITHHOLDING: The Client shall not withhold or set aside any money on behalf of the Consultant for Federal Income Tax, State Income Tax, Social Security Tax, Unemployment Insurance, Disability Insurance, or any other federal or state fund whatsoever.

10) HEADINGS: All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the agreement.

11) AMBIGUITY: The language herein shall be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

12) MODIFICATION: Except as provided in Paragraph 19 below, any modification to this agreement must be in writing and signed by both parties to be effective.

13) AUTHORITY: Each party executing this agreement has the authority to do so.

14) TIMESHEET: Payment has to be made on the basis of the Approved/Counter-signed timesheet(s). Any discrepancy in the timesheet(s) should be communicated to the Consultant, within fifteen (15) days of receipt of such timesheet(s), by the Client. In the absence of any such communication, after fifteen (15) days, Consultant has the irrevocable, unlimited right to provide invoices in full as per the Approved/Counter-signed timesheet(s) and get paid as per the agreed payment terms regardless of whether those Approved/Counter-signed timesheets are correct.

    The term "Approved/Counter-signed timesheets" shall mean, the timesheets that are signed by, the Principal, Director, Supervisor, or any other individual, authorized for signing the timesheets, by the Client.

15) TERMINATION: Either party may terminate this Agreement on Twenty (20) calendar days written notice.

16) OVERTIME & HOLIDAYS: Client shall be liable at all times to pay as per the applicable laws of the State where the services are performed, related to the overtime and holidays. For hours worked more than 40 hours in any workweek, the Client shall pay at the rate of 1.5 times the regular rate agreed in Exhibit A, the same is applicable for the hours worked during the holidays.
    As per the laws of the State of California, the hours worked more than 8 hours in a workday shall be considered overtime hours and shall be paid at the rate of 1.5 times the regular rate of pay. The hours worked over 12 hours in a workday or over 8 hours on the seventh consecutive day of work in a workweek are eligible for double-time pay. Double-time pay is 2 times the regular rate of pay. The same terms are applicable for the hours worked during the holidays.

17) MEAL PERIODS & REST BREAKS: The laws of the meal period and rest breaks of the State wherein the services are performed by the Consultant shall apply to the Client. For the employees/personnel of the Consultant working in the State of California, an Off-duty meal period of 30 minutes shall be provided on each workday to those who are working for more than 5 hours of work shift in a workday, and such meal break shall be given before the end of the fifth hour of the work shift. And, a second Off-duty meal break shall be provided to those who are working for more than 10 hours of work shift in a work day, before the end of the tenth hour of the work shift. Also, an uninterrupted rest period of 10 minutes shall be provided for every 4 hours of work performed by the personnel/employee of the Consultant and such 10-minute rest break shall be a paid break and the Client is liable to pay for such rest break to the Consultant.

18) INDEPENDENT CONTRACTOR STATUS: While engaged in the performance of this Agreement, all Consultant's personnel shall be classified as independent contractors and shall not be officers, agents, or employees of the Client.

19) CONVERSION FEE: If the Client directly or indirectly hires, engages, or otherwise converts any employee, independent contractor, or consultant of the Consultant into its own employee, consultant, or independent contractor during the term of this Agreement or within six (6) months after the employee's last assignment with the Client, the Client shall immediately notify the Consultant and pay a one-time conversion fee equal to eighteen percent (18%) of the employee's annualized salary at the time of conversion. The Consultant shall issue an invoice for this fee in the calendar month following the employee's start date with the Client, and payment shall be made in accordance with the payment terms

set forth in this Agreement. Client acknowledges that this fee accurately reflects the reasonable value of the Consultant's services and the Consultant's investment in recruiting.

20) SEVERABILITY: In the event that a court finds that this or any other portion or paragraph in this agreement violates in whole or in part the public policy or law of any state, said paragraph(s) shall be stricken by the court or modified to reflect legality and enforceability of the paragraph and in no instance shall a defective paragraph result in a penalty against the Company nor in the termination of the other provisions of this agreement.

21) EXHIBITS: All Exhibits and Schedules referred to in and attached to this Agreement are incorporated in this Agreement by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

At all times the Consultant shall be deemed to be independent and is not authorized to bind the Client to any contracts or other obligations, or to state or imply that it or its employee or independent contractor is an employee or authorized representative of the Client, or to utilize the Client's letterhead or logo without the prior consent of the Client. Except as otherwise set forth herein or agreed to by the parties in writing, the Consultant and Client agree to comply with each of the following factors as is necessary to maintain independent-consultant status, each of which shall form a part of this Agreement:

INSTRUCTIONS	For performing the services, the Client shall furnish the description and specifications of the services and prescribe the instructions, to the Consultant's Personnel on the first day of the Job or from time to time, if required.
TRAINING/SUPERVISION	Consultant's Personnel shall be under the supervision of the Client and the client shall provide the necessary training for the adequate performance of the services.
WORK NOT ESSENTIAL TO CLIENT	The Client's success or continuation does not depend on the services of the Consultant.
JOB LOCATION	Client shall provide the location of the school/institute/facility where the services are required to be performed.
TOOLS & EQUIPMENT	Client shall provide the necessary tools and equipment, within the premises of the job location, to the consultant's personnel for performing the services. Consultant or their personnel are not allowed to use their own tools and equipment.
SERVICES AVAILABLE TO PUBLIC	The Consultant's services are available to the general public after school hours.
PROGRESS REPORTS	The Consultant will be required to make a progress report.

UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This Agreement constitutes the entire understanding of the parties. The Client's and Consultant's signatures below signify both an understanding and acceptance of the contract provisions.

CLIENT AUTHORIZED REPRESENTATIVE:	CONSULTANT:
Signature: _____	Signature: Syed Khalil
Date Signed: _____	Date Signed: 08/01/2025
Branch / Dept.: _____	Title: President
Address: _____	Company Mailing Address:
_____	10821 Red Run Blvd, #407, Owings Mills, MD 21117
Phone / Fax: _____	Phone: 800-846-5120 x 103, Fax: (512) 212-1338
E-Mail Address: _____	E-Mail Address: info@atxlearning.com

Space intentionally left blank. Continue at the next page.

EXHIBIT – A

Assignment Confirmation- School Year 2025-26

Personnel Name:	
Services:	Special Education Teacher
Hourly Rate for Services:	$107 per hour
Overtime/Holiday Rate:	$160.5 per hour ($Rate x 1.5)
Mileage Reimbursement:	Billed at current IRS mileage reimbursement rate for transportation between school sites.
Contract Term:	School Year 2025-2026
Assignment Start Date:	August 06, 2025
Assignment End Date:	June 18, 2026
Number of Days:	Approx ~ 180 Working Days
Guaranteed Hours:	40 Hours/week
Cancellation Notice:	20 Days

***All the overtime/holiday hours worked shall be paid at $ time and one half (1.5).**

District Business Services Contact:	
District Sp Ed Contact:	

Billing Information

Billing Address:	
Billing Telephone Number:	
Billing Contact Info:	
Billing Email Address:	

Timesheet Approving Authority

Name:	
Title:	
E-mail Address:	
Phone Number:	

PROFESSIONAL SERVICES AGREEMENT

This agreement ("Services Agreement") made and entered into between **AIMS K-12 College Prep Charter District** (hereinafter referred to as **Client**) located at **171, 12th Street, Oakland CA 94607** and **Ausin Texas Learning Group Llc, Inc.** (hereinafter referred to as **Consultant**) located at **10821 Red Run Blvd, #407, Owings Mills, MD 21117**. In consideration of their mutual covenants, the parties hereto agree as follows:

A. DUTIES OF CONSULTANT: The Consultant shall provide the following Professional services, studies, and/or reports, through its personnel(s) who are the employees or independent contractors:

Provide direct service, perform any needed evaluation, and recommended equipment to carry out special education program in consultation with director, principals, teacher/school staff, and parents.

B. CONTRACT PERIOD: The Consultant's work or duties under this agreement shall commence on the date specified in the Assignment Confirmation ("Exhibit A"), for the services prescribed under Exhibit A.

C. COMPENSATION: For the full performance of this agreement, the Client shall pay the Consultant as follows:

a) Consultant's fee at the rate specified in Exhibit A.

b) Consultant will provide services for a minimum of **35** billable hours per week

c) Client shall be liable to pay for all the overtime and holiday hours, for services provided by the Consultant.

Invoice: Consultant shall provide the invoice for each calendar month.
Payment shall be as follows: Payments to be made within **15 days** of receipt of invoice. Any amounts due and payable which have not been paid within 30 days of the invoice shall be subject to interest at the rate of 12% per annum, not to exceed the highest amount allowed under Texas law. All payments are due and payable in Austin, Travis County, Texas. In addition, any and all collection costs including attorney fees and court costs shall be recoverable in favor of the Consultant.

Payment for the services provided during overtime hours or holidays shall be calculated at one and a half times the regular rate agreed under the Exhibit A

D. GENERAL TERMS AND CONDITIONS:

1) MUTUAL INDEMNIFICATION: The Consultant hereby assumes, releases and agrees to indemnify, defend, protect and save the Client, its Officers, Board Members, employees, and agents harmless from and against any loss of and/or damage to the person or property of Consultant, and all loss and/or damage on account of injury to or death of any persons whomsoever arising in any way from the negligence or misconduct of Consultant, its officers, employees, or agents. Client will indemnify, defend and hold harmless Consultant, its directors, officers, employees and agents from all costs, fees, and damages (including reasonable attorneys' fees) arising from a third party claim against Consultant based on an actual or alleged: (i) failure by the Client to perform its obligations under this Agreement; (ii) breach of

Client's representations and warranties; (iii) acts or omissions constituting negligence or willful misconduct, committed by Client, its officers, employees, or agents; or (iv) failure by Client to comply with governmental laws and regulations; or (v) infringement by Client (or any property or data provided by Client) of any patent, copyright, trademark, trade secret, or other intellectual property rights.

2) REPRESENTATIONS: Client represents and warrants that all the information supplied to the Consultant is true and accurate and contains no errors or omissions. In the event that such information is not true, the Consultant may immediately terminate this agreement and claim any damages as a result of the same.

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7) EQUIPMENT AND FACILITIES: Client and the Consultant will agree on all necessary equipment and facilities to render services pursuant to this agreement.

8) GOVERNING LAW: The validity of this agreement and any of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the State of Texas. Any dispute between the parties shall be heard in the courts sitting in Travis County, Texas.

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    As per the laws of the State of California, the hours worked more than 8 hours in a workday shall be considered overtime hours and shall be paid at the rate of 1.5 times the regular rate of pay. The hours worked over 12 hours in a workday or over 8 hours on the seventh consecutive day of work in a workweek are eligible for double-time pay. Double-time pay is 2 times the regular rate of pay. The same terms are applicable for the hours worked during the holidays.

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19) CONVERSION FEE: If the Client directly or indirectly hires, engages, or otherwise converts any employee, independent contractor, or consultant of the Consultant into its own employee, consultant, or independent contractor during the term of this Agreement or within six (6) months after the employee's last assignment with the Client, the Client shall immediately notify the Consultant and pay a one-time conversion fee equal to eighteen percent (18%) of the employee's annualized salary at the time of conversion. The Consultant shall issue an invoice for this fee in the calendar month following the employee's start date with the Client, and payment shall be made in accordance with the payment terms

set forth in this Agreement. Client acknowledges that this fee accurately reflects the reasonable value of the Consultant's services and the Consultant's investment in recruiting.

20) SEVERABILITY: In the event that a court finds that this or any other portion or paragraph in this agreement violates in whole or in part the public policy or law of any state, said paragraph(s) shall be stricken by the court or modified to reflect legality and enforceability of the paragraph and in no instance shall a defective paragraph result in a penalty against the Company nor in the termination of the other provisions of this agreement.

21) EXHIBITS: All Exhibits and Schedules referred to in and attached to this Agreement are incorporated in this Agreement by such reference and shall be deemed to be a part of it as if they had been fully set forth in it.

At all times the Consultant shall be deemed to be independent and is not authorized to bind the Client to any contracts or other obligations, or to state or imply that it or its employee or independent contractor is an employee or authorized representative of the Client, or to utilize the Client's letterhead or logo without the prior consent of the Client. Except as otherwise set forth herein or agreed to by the parties in writing, the Consultant and Client agree to comply with each of the following factors as is necessary to maintain independent-consultant status, each of which shall form a part of this Agreement:

INSTRUCTIONS	For performing the services, the Client shall furnish the description and specifications of the services and prescribe the instructions, to the Consultant's Personnel on the first day of the Job or from time to time, if required.
TRAINING/SUPERVISION	Consultant's Personnel shall be under the supervision of the Client and the client shall provide the necessary training for the adequate performance of the services.
WORK NOT ESSENTIAL TO CLIENT	The Client's success or continuation does not depend on the services of the Consultant.
JOB LOCATION	Client shall provide the location of the school/institute/facility where the services are required to be performed.
TOOLS & EQUIPMENT	Client shall provide the necessary tools and equipment, within the premises of the job location, to the consultant's personnel for performing the services. Consultant or their personnel are not allowed to use their own tools and equipment.
SERVICES AVAILABLE TO PUBLIC	The Consultant's services are available to the general public after school hours.
PROGRESS REPORTS	The Consultant will be required to make a progress report.

UNDERSTANDING AND ACCEPTANCE OF THE PARTIES: This Agreement constitutes the entire understanding of the parties. The Client's and Consultant's signatures below signify both an understanding and acceptance of the contract provisions.

CLIENT AUTHORIZED REPRESENTATIVE:	CONSULTANT:
Signature: _____	Signature: Syed Khalil
Date Signed: _____	Date Signed: 08/01/2025
Branch / Dept.: _____	Title: President
Address: _____	Company Mailing Address:
_____	10821 Red Run Blvd, #407, Owings Mills, MD 21117
Phone / Fax: _____	Phone: 800-846-5120 x 103, Fax: (512) 212-1338
E-Mail Address: _____	E-Mail Address: info@atxlearning.com

Space intentionally left blank. Continue at the next page.

EXHIBIT – A

Assignment Confirmation- School Year 2025-26

Personnel Name:	
Services:	Paraprofessional
Hourly Rate for Services:	$44 per hour
Overtime/Holiday Rate:	$66 per hour ($Rate x 1.5)
Mileage Reimbursement:	Billed at current IRS mileage reimbursement rate for transportation between school sites.
Contract Term:	School Year 2025-2026
Assignment Start Date:	August 06, 2025
Assignment End Date:	June 18, 2026
Number of Days:	Approx ~ 180 Working Days
Guaranteed Hours:	35 Hours/week
Cancellation Notice:	20 Days

***All the overtime/holiday hours worked shall be paid at $ time and one half (1.5).**

District Business Services Contact:	
District Sp Ed Contact:	

Billing Information

Billing Address:	
Billing Telephone Number:	
Billing Contact Info:	
Billing Email Address:	

Timesheet Approving Authority

Name:	
Title:	
E-mail Address:	
Phone Number:	

Coversheet

ELOP Plan and Budget

Section: IV. Consent Calendar
Item: Y. ELOP Plan and Budget
Purpose: Vote
Submitted by:
Related Material: ELOP Plan and Budget 25-26.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Nathan Bernhard-Beckman

Position/Title: ELOP Coordinator

Department:

Item Details

Title of Item: ELOP Plan + ELOP Budget

Is this item a: ☑ New Submission ☐ Renewal

If Renewal: Please summarize any changes from the previous submission:

Approvals

Has this item been reviewed and

- ☑ Superintendent
- ☑ Chief Business Officer (CBO) (If budget changes)
- ☑ Director of Compliance (If plan changes)
- ☐ Neither

Committee Review

Has this item been through the appropriate committee review process?

☐ Yes ☑ No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

New submission

Deadline Information

Is there a submission deadline for this item?

☑ Yes ☐ No

If yes: Please indicate the deadline date (MM/DD/YYYY): 08/19/2025

Financial Information (if applicable):

Total Cost: $ 1,172,417

Is this expenditure included in the annual budget?

☐ Yes ☐ No

Please specify in which plan this expense is indicated:

☐ SPSA ☐ LCAP ☐ Other: ELOP

End of the Board Submission Cover Letter | Version: Spring 2024

Expanded Learning
Opportunities Program
Plan Guide

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by:
Expanded Learning Division

California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

This Program Plan Template Guide is required by California *Education Code* (*EC*) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Expanded Learning Opportunities Program Plan Guide

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Local Educational Agency (LEA) Name: AIMS

Contact Name: Nathan Bernhard-Beckman

Contact Email: nathan.bernhard-beckman@aimsk12.org

Contact Phone: 510-407-5821

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. AIMS College Prep Middle School
2. AIPCS II
3.
4.
5.
6.
7.
8.

Purpose

This template will aid LEAs in the development of a program plan as required by *EC* Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning

experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (*EC* Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in *EC* Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (*EC* Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with *EC* Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the *Quality Standards for Expanded Learning in California* (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at https://www.cde.ca.gov/ls/ex/qualstandcqi.asp.

Expanded Learning Opportunities Program Plan Guide

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the school site or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The Expanded Learning Opportunities Program (ELOP) will provide a secure and supportive learning environment that meets the social-emotional and physical needs of participating students.

To maintain safety and accountability, staff will take attendance daily and require parents to adhere to established sign-in and sign-out procedures. All staff members will be trained in safety protocols and hold first aid certification. ELOP safety procedures will align with those used during the regular school day, and monthly safety drills will be conducted to ensure staff and students are prepared for emergencies.

Additionally, all students and staff will wear identification badges at all times for easy identification, and staff members will have assigned students to guarantee consistent supervision.

Morning Care Services:

ELOP will also offer structured morning care on campus prior to the regular school day for enrolled students. Morning care is supervised by ELOP staff trained in early morning routines and school safety procedures. This service supports working families and ensures a smooth, safe transition from home to the school day. Students participating in morning care will be signed in upon arrival, provided with quiet, developmentally appropriate activities, and escorted to their classrooms when the school day begins.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

1. **Academic Support and Enrichment:** By introducing American Civics Awareness and African Continent Awareness initiatives, students will engage in activities like field trips, workshops, and guest lectures that enrich their understanding of historical and cultural contexts beyond the classroom curriculum. These experiences will deepen their knowledge and critical thinking skills in a hands-on and interactive manner.
2. **Social and Emotional Development:** Initiatives such as Neurodivergent Learning Diversity Awareness and Social Justice Initiatives will provide students with opportunities to explore diverse perspectives and understand their own and others' emotional experiences. Activities like support groups and workshops on social justice issues foster empathy,

Expanded Learning Opportunities Program Plan Guide

self-awareness, and social responsibility, contributing to students' emotional growth.

3. **Engagement of Parents and the Community:** Programs like Middle Eastern Arab Culture Awareness and Indigenous Peoples Awareness will actively involve parents and community members through cultural fairs, language classes, and partnerships. This engagement strengthens the connection between school and community, promoting a sense of belonging and shared responsibility.
4. **Diverse Cultural and Linguistic Needs:** The program will celebrate and educate students on a wide range of cultural backgrounds through initiatives like Latinx American Culture Awareness and Asian Culture Awareness. By offering culturally responsive activities, students will gain a deeper appreciation for diversity, which aligns with the school's commitment to inclusivity and respect for all cultures.
5. **Entrepreneurship and Financial Literacy:** The introduction of Entrepreneurship Workshops and Financial Literacy Education provides students with practical skills that are essential for their future success. These programs teach students about entrepreneurship, financial management, and real-world problem-solving, preparing them for life beyond school.

Overall, the ELOP plan is strategically designed to provide a holistic learning experience that enhances students' academic, social, and emotional development, while also fostering a strong sense of cultural awareness and community involvement. This approach supports and supplements the instructional day, ensuring that students are engaged, empowered, and equipped with the skills and knowledge necessary for their future success.

Expanded Learning Opportunities Program Plan Guide

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

The Expanded Learning Opportunities Program (ELOP) will offer a range of activities and initiatives specifically designed to help students build essential skills for academic success, personal growth, and future readiness. Here's how the program will facilitate skill building:

1. **Critical Thinking and Problem-Solving:** Initiatives such as **American Civics Awareness** and **Social Justice Initiatives and Environmental Equity Awareness** will engage students in discussions, workshops, and projects that require them to analyze information, consider multiple perspectives, and develop informed opinions. Activities like debates on civic responsibilities and student-led advocacy projects will foster critical thinking and problem-solving skills.
2. **Communication and Collaboration:** The program will provide numerous opportunities for students to practice and enhance their communication and collaboration skills. For instance, **cultural fairs and language classes** under the **Middle Eastern Arab Culture Awareness** initiative will encourage students to work together to plan events and communicate effectively with peers, teachers, and community members. These activities also emphasize public speaking and presentation skills through participation in performances and exhibitions.
3. **Cultural Competence and Empathy:** By participating in activities such as the **African American Culture Awareness** and **Indigenous Peoples Awareness** programs, students will develop cultural competence and empathy. These initiatives will include guest speakers, interactive workshops, and cultural events that expose students to diverse histories, traditions, and viewpoints, fostering understanding and respect for different cultures.
4. **Entrepreneurial and Financial Skills:** The introduction of **Entrepreneurship Workshops** and **Financial Literacy Education** will provide students with practical skills related to business and financial management. These programs will include hands-on activities like creating business plans, budgeting exercises, and lessons on saving and investing. By learning these skills early, students will gain confidence in managing their finances and understanding economic concepts, which are crucial for personal and professional success.
5. **Adaptability and Resilience:** The **Neurodivergent Learning Diversity Awareness** initiative will focus on creating sensory-friendly environments and support groups, helping students understand and navigate different learning styles and needs. This approach encourages adaptability and resilience, as students learn to embrace challenges and adapt to various learning situations, promoting a growth mindset.
6. **Leadership and Responsibility:** Throughout the program, students will be encouraged to take on leadership roles, whether by organizing events, leading discussions, or mentoring peers. Activities within the **African Continent Awareness** and **Latinx American Culture Awareness** initiatives will include opportunities for students to lead cultural events and engage in community service projects, fostering a sense of responsibility and leadership.

Expanded Learning Opportunities Program Plan Guide

Overall, the ELOP is structured to provide a diverse array of activities that build critical life skills. By focusing on areas such as critical thinking, communication, cultural competence, entrepreneurship, adaptability, and leadership, the program prepares students to thrive both in school and in their future endeavors.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The Expanded Learning Opportunities Program (ELOP) will foster youth voice and leadership by empowering students through various initiatives and activities. Students will have opportunities to take charge of student-led projects, such as those under the Social Justice and Environmental Awareness initiatives, allowing them to develop leadership skills by advocating for issues that matter to them. Additionally, students will be involved in planning and executing cultural awareness events, such as African American Culture Awareness and Asian Culture Awareness, which will help build their organizational and leadership capabilities. To further support youth voice, ELOP will establish Student Advisory Councils, giving students a platform to share their ideas and collaborate with educators. Leadership workshops will be offered to enhance skills such as public speaking, team building, and entrepreneurial thinking. Mentorship opportunities will also be provided, enabling older or more experienced students to mentor their peers, promoting a collaborative environment. By recognizing and celebrating student leaders through awards and public acknowledgment, ELOP aims to inspire all students to take on leadership roles and prepare them to be confident and engaged citizens.

Expanded Learning Opportunities Program Plan Guide

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

The Expanded Learning Opportunities Program (ELOP) will promote healthy choices and behaviors by adhering to the AIMS College Prep School District's wellness plan and implementing practices that encourage students' overall well-being. The program will include nutrition and fitness activities. To help students manage stress and improve their mental well-being. During ELOP hours, students will be served nutritious meals and snacks that meet the district's dietary guidelines, ensuring they have access to healthy food options that support their physical and cognitive development.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The Expanded Learning Opportunities Program (ELOP) is designed to embrace cultural and linguistic diversity, providing opportunities for all students to experience inclusivity, access, and equity. By incorporating initiatives such as American Civics Awareness, Middle Eastern Arab Culture Awareness, African Continent Awareness, Asian Culture Awareness, Indigenous Peoples Awareness, African American Culture Awareness, and Latinx American Culture Awareness, the program will celebrate various cultures through educational workshops, cultural fairs, guest lectures, and heritage celebrations. These initiatives aim to foster cultural appreciation, understanding, and respect among students from diverse backgrounds. Additionally, the program will address the needs of neurodivergent students and those with disabilities by providing specialized training for staff, creating sensory-friendly environments, and offering support groups. By ensuring accessible facilities, individualized support, and appropriate accommodations, ELOP will ensure that all students, including those with disabilities, can fully participate in and benefit from the program.

Expanded Learning Opportunities Program Plan Guide

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

The ELOP will ensure students engage with quality staff who meet high standards similar to AIMS College Prep lead teachers, instructional aides, and clerical staff. Staff will be required to have some college education, completed Mandated Reporter Training, CPR and First Aid Certification, and pass health screenings and fingerprint clearance. ELOP staff will bring experience in working with and supervising students, along with a strong understanding of child development principles and behavior management strategies. Effective communication skills with both children and families are essential, as well as the ability to work collaboratively with Program Directors, site administrators, and other ELOP staff. To maintain and enhance their skills, staff will have opportunities to participate in ongoing training and professional development provided by various vendors and providers.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

Vision: "To empower and inspire students to reach their full potential by providing a nurturing and engaging after school environment that fosters academic, social-emotional, and personal growth."

Mission: "Our mission is to provide a safe and supportive after school environment that offers a comprehensive range of academic support, enrichment activities, and social-emotional learning opportunities. Through collaboration with families, schools, and community partners, we aim to cultivate a love for learning, promote personal development, and empower students to become confident and well-rounded individuals."

Purpose: "Our purpose is to bridge the gap between school and home by providing a structured and enriching program that supports students' academic progress, fosters social-emotional well-being, and nurtures their interests and talents. We strive to create a positive and inclusive community where every student feels valued, empowered, and equipped with the skills and mindset for success."

Expanded Learning Opportunities Program Plan Guide

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Collaborative partnerships will be valuable for the school programs as they can provide additional resources, expertise, and support to enhance the program's offerings. Collaboration with teachers, staff and site administrators to align program goals, share resources, and coordinate academic support. This partnership will help ensure continuity in learning and reinforce the concepts covered during the regular school day.

Partnerships with local community organizations such as libraries, museums, art centers, sports clubs, or non-profit organizations will be established. These partnerships will provide access to specialized resources, expertise, and facilities that enhance the program's curriculum and offer unique learning opportunities. Partnerships with local businesses and corporations will provide resources or expertise. They will offer opportunities for career exploration, mentorship, or exposure to workplace skills and environments. All partnerships will align with the goals and needs of the after school program.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

Data from various sources will be used to evaluate the program's strengths and areas for improvement, ensuring continuous enhancement of design, outcomes, and impact. The Continuous Quality Improvement (CQI) process will integrate feedback from staff, parents, program participants, teachers, and partners. This feedback will be instrumental in shaping program goals and refining its design.

Expanded Learning Opportunities Program Plan Guide

11—Program Management

Describe the plan for program management.

The ELOP budget is designed to support the comprehensive operation of the program by covering essential expenditures:

1. **Program Coordinator**: The Coordinator will manage all aspects of the program, including planning, staff management, curriculum development, budgeting, community engagement, safety, evaluation, and promotion. This role is vital for ensuring a positive and enriching environment for participants.
2. **Supplies and Materials**: The budget will cover materials for social-emotional learning (SEL), academic enrichment, STEM, arts, and physical activities. It also includes office supplies, printer cartridges, and storage equipment to keep instructional materials organized and in good condition.
3. **Curriculum**: The curriculum will focus on SEL, emotional regulation, self-awareness, and character development. Students will engage in activities that promote mindfulness, emotional expression, and positive relationships. Additionally, it will include communication, empathy, and conflict resolution skills with practical applications in real-life scenarios.
4. **Snacks**: Students will receive a nutritious snack on school days and a healthy breakfast, lunch, and snacks on non-school days from local food service vendors.
5. **Field Trips**: Educational field trips will offer hands-on learning experiences and exposure to new environments aligned with the program's objectives. They will be carefully planned and supervised to enhance enrichment and engagement.
6. **Uniforms**: T-shirts will be provided to create a sense of unity and identity among participants, aiding in easy identification and ensuring student safety.
7. **Student Incentives**: Incentives will be used to motivate and reward students, promoting positive behavior and engagement. They will be tailored to student interests and ages, fostering a supportive environment where students feel recognized and motivated.
8. **Community Engagement Events**: These events will involve the local community and provide opportunities for students to participate in planning and organization. This involvement will help develop leadership skills, enhance community connection, and enrich the overall program experience.

9. **Morning Care Integration:** As part of comprehensive program management, ELOP includes before-school morning care to support families and ensure consistent supervision. Morning care is supervised by ELOP staff and includes attendance tracking, structured quiet activities, and seamless transition to the regular school day.

10. **STEAM Lab Modernization:** ELOP funds will support the modernization of an existing classroom into a dedicated STEAM Lab for expanded learning students. This revitalized space will be equipped with age-appropriate technology, hands-on materials, and flexible furnishings to support science, technology, engineering, arts, and mathematics activities. The lab will serve as a central hub for project-based learning, fostering creativity, critical thinking, and collaboration. By investing in a modern, specialized environment, the program ensures equitable access to high-quality enrichment opportunities that align with 21st-century skills and student interests.

Expanded Learning Opportunities Program Plan Guide

This management plan ensures that all components of the ELOP are effectively supported and aligned with the program's goals, providing a well-rounded and impactful experience for students.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

I apologize for the misunderstanding. I'll revise the response to reflect that these are parallel, collaborative programs rather than a single comprehensive program. Here's the corrected, concise version:

ASES, 21st CCLC Elementary/Middle School, and ELOP are parallel, collaborative programs. ASES funds our partner program through Bay Area Community Resources (BACR), while the ELOP program partners with BACR to provide parallel programming. This structure fosters collaboration between the two programs.

The collaboration between these parallel programs allows for shared resources and expertise, coordinated schedules, and aligned goals and objectives. It maximizes student participation, creating more robust and diverse offerings for our students.

ELOP funding complements the ASES-funded BACR program by extending program hours, increasing capacity, improving program quality, and providing specialized services. This parallel and collaborative approach ensures efficient utilization of all funding sources, resulting in an enriched and expanded learning experience that meets diverse student needs while maintaining the integrity of each program.

Expanded Learning Opportunities Program Plan Guide

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (*EC* Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

AIMS has no transitional kindergarten students to meet the 10-to-1 pupil-to-staff ratio for kindergarten; the following plan will be implemented:

Staff Recruitment and Preparation

- **Recruitment**: Hire staff with early childhood education qualifications through specialized channels and partnerships with local universities.
- **Training**: Provide targeted training on early childhood development, interactive learning, and classroom management. Offer ongoing professional development and mentorship.

Maintaining Pupil-to-Staff Ratio

- **Staffing Plan**: Recruit sufficient staff to meet the ratio and use additional aides during peak times.
- **Scheduling**: Develop structured schedules to ensure the ratio is maintained throughout the day, incorporating small group and individual activities.

Developmentally-Informed Curriculum

- **Curriculum Design**: Implement play-based learning with sensory activities and focus on social-emotional skills.
- **Program Features**: Use small group instruction, create a safe and engaging environment, and involve parents through updates and workshops.

This approach ensures compliance with the ratio requirements while providing developmentally appropriate education for young children.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or

Expanded Learning Opportunities Program Plan Guide

intersession day.

Sample K-2nd Grade Schedule (School Day)
2:30-3:00pm Snack
3:00-3:45:pm Air Reading
3:45-6pm Enrichment/Tutor

Sample 3rd -5th Grade Schedule
2:45-3:15pm Snack
3:15-4pm Air Reading
4-6pm Enrichment/Tutor

Sample 6th-8th Schedule
School Day
3:30-4:00pm Snack
4:05-4:50pm Air Reading
4:50pm-6pm Enrichment/Tutor

Sample Schedule K-8th
Non-School Day
8:00 - 8:30 Breakfast
8:30-9:00 Morning Meeting
9:00 - 10:00 Intervention
10:00 -10:15 Snack
10:15 -12:00 Club/Intervention
12:00 -1:00 Lunch/ Free Time
1:00 - 2:00 Enrichment #1
2:00 - 2:30 Small Group Instruction
2:30 - 3:00 Snack
3:00 - 4:30 Enrichment #2
4:30-5:00 Dismissal

Expanded Learning Opportunities Program Plan Guide

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

***EC* Section 46120(b)(2):**

> [LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and
> (g) of Section 8482.3, including the development of a program plan based on the following;
>
> (2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:
>
> (A) The department's guidance.
>
> (B) Section 8482.6.
>
> (C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.
>
> (D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 46120(b)(1)(A):**

> On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

***EC* Section 46120(b)(1)(B):**

> For at least 30 nonschool days, during intersession periods, there will be no less than nine hours of in-person expanded learning opportunities per day.

Expanded Learning Opportunities Program Plan Guide

***EC* Section 46120(b)(3):**

> [LEAs] shall prioritize services provided pursuant to this section at school sites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

***EC* Section 46120(b)(4):**

> [LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

***EC* Section 46120(b)(6):**

> [LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally-subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

***EC* Section 46120(c):**

> A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

***EC* Section 8482.3(d):**

> [LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.
>
> [LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

***EC* Section 8482.6:**

> Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program

that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

***EC* sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

***EC* Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

#REF!
Budget Summary
#REF!

CSMC

	SACS Object Code	Code Description	Middle	AIPCS II
Revenue				
		State	81,143	1,972,417
		Federal	-	-
		Local	-	-
	Total Revenue		**$ 81,143**	**$ 1,972,417**
Expenses				
	1000	Certificated Salaries	-	-
	2000	Classified Salaries	7,105	1,635,644
	3000	Benefits	13,208	185,282
	4000	Books and Supplies	51,330	88,491
	5000	Services and Other Operating Expenses	9,500	45,000
	6000	Capital Outlay		
	7000	Other Outgoing	-	-
	Total Expenses		**$ 81,143**	**$ 1,954,417**

ELOP

Revenue

ALL SCHOOLS ELOP BUDGET

		2025-2026		
SACS		20	30	40
State				
8011	LCFF for all grades; state aid portion	-	-	-
8012	LCFF for all grades; EPA portion	-	-	-
8096	In-Lieu of Property Taxes, all grades	-	-	-
8019	Prior Year Income / Adjustments			
8520	State Food Revenue	-	-	-
8560	Unrestricted Lottery	-	-	-
8560	Restricted Lottery	-	-	-
8550	Mandate Block Grant	-	-	-
8550	One Time Block Grant	-	-	-
8590	ASES After School	-	-	-
8590	GF COVID			
8590	ELOP	81,143	1,072,417	
8590	ELOP Carryover		900,000	
8677	State Mental Health			
8594	Prop 39 - Clean Energy	-	-	-
8791	State Special Education	-	-	-
State Revenue		**$ 81,143**	**$ 1,972,417**	**$ -**
Federal				
8181	Special Education, federal	-	-	-
8182	Special Education, Mental Health	-	-	-
8290	All Other Federal Revenue, inc Facilities Incer	-	-	-
8291	Title I	-	-	-
8292	Title II	-	-	-
8293	Title III	-	-	-
8294	Title IV	-	-	-
8299	Prior Year Federal Revenue			
Federal Revenue		**$ -**	**$ -**	**-**
Local				
8660	Interest	-	-	-
8782	All Other Transfers from County Offices			
8784	All Other Transfers from Other Locations			
8785	CMO Management fee			
8791	State Special Education	-	-	-
8639	Student Lunch Revenue	-	-	-
8982	Foundation Grants	-	-	-
8699	All Other Local Revenue/Measure G1	-	-	-
8984	Student Body (ASB) Fundraising Revenue			
8985	School Site Fundraising	-	-	-
8986	Uniforms	-		
8989	CSC Sale of Future Revenue			
8999	Revenue Suspense			
Local Revenue		**$ -**	**$ -**	**$ -**
Total Revenue		**$ 81,143**	**$ 1,972,417**	**$ -**

ELOP 25-26

Expenses Summary

020-AIMS MIDDLE SCHOOL	TOTALS	ELOP ELOP	030-AIPCS II K-8
ALLOCATION	81,143	81,143	
PERSONNEL	20,313	$ 20,312.65	
PROGRAM	60,830	$ 60,830.35	
CAPITAL/DEBT		$ -	
TOTAL EXPENSES	81,143	$ 81,143.00	
BALANCE AVAIL	$ 0.00	$ 0.00	SACS OBJ Code

SACS C Code	Description	TOTALS	2600 ELOP	SACS OBJ Code
Certificated Salaries				**Certificated Salaries**
1100	Teachers' Salaries	-	-	1100
1105	Teachers' Bonuses	-	-	1105
1106+	Teacher Stipend	-	-	1106
1120	Substitute Expense	-	-	1120
1200	Certificated Pupil Support Salaries	-	-	1200
1300	Certificated Supervisor and Administrator Salaries	-	-	1300
1305	Certificated Supervisor and Administrator Bonuses	-	-	1305
1900	Other Certificated Salaries	-	-	1900
1910	Other Certificated Overtime	-	-	1910
1000	**Subtotal**	$ -	-	**1000**
				Classified Salaries
2100	Instructional Aide Salaries	-	-	2100
2110	Instructional Aide Bonuses	-	-	2110

2200	Classified Support Salaries	-	-	2200
2210	Classified Support Overtime	-	-	2210
2300	Classified Supervisor and Administrator Salaries	-	-	2300
2400	Clerical, Technical, and Office Staff Salaries	7,105	7,105	2400
2410	Clerical, Technical, and Office Staff Overtime	-	-	2410
2900	Other Classified Salaries	-	-	2900
	Other Stipends	-	-	
2910	Other Classified Overtime	-	-	2910
2000	**Subtotal**	**7,105**	**7,105**	**2000**
Employee Benefits				
3101	State Teachers' Retirement System, certificated positior	-	-	3101
3202	Public Employees' Retirement System, classified positi	1,968	1,968	3202
3313	OASDI	441	441	3313
3323	Medicare	927	927	3323
3403	Health & Welfare Benefits	9,730	9,730	3403
3503	State Unemployment Insurance	71	71	3503
3603	Worker Compensation Insurance	71	71	3603
3703	Other Post Employement Benefits	-	-	3703
3903	Other Benefits	-	-	3903
3000	**Subtotal**	**$ 13,208**	**13,208**	**3000**
				Total Personnel Expe
Total Personnel Expenses		**$ 20,313**	**20,313**	
			2600	
Books and Supplies				**Books and Supplies**
4100	Approved Textbooks and Core Curricula Materials	-		4100
4200	Books and Other Reference Materials	-		4200
4300	Materials and Supplies	7,341	$ 7,340.83	4300
4315	Classroom Materials and Supplies	29,640	$ 29,639.52	4315

4316	Student/Pupil Testing	-		4316
4317	Student Incentives	-		4317
4318	Afterschool Materials and Supplies	-		4318
4342	Materials for School Sponsored Athletics	-	$ -	4342
4381	Materials for Plant Maintenance	-		4381
4400	Noncapitalized Equipment	-		4400
4410	Software & Software Licensing	11,900	$ 11,900.0	4410
4430	General Student Equipment -	-		4430
4700	Food and Food Supplies	2,450	$ 2,450.00	4700
4000	**Subtotal**	**51,330**	**51,330**	**4000**
Services and Other Operating Expenses				**Services and Other O**
5200	Travel and Conferences	-		5200
5210	Training and Development Expense	-		5210
5300	Dues and Memberships	-		5300
5400	Insurance	-		5400
5500	Operation and Housekeeping Services/Supplies	-		5500
5501	Utilities	-		5501
5502	Janitorial Services	-		5502
5503	Security/Locks/Keys	-		5503
5504	Pest Control Services	-		5504
5505	Student Transportation / Field Trips	-		5505
5600	Space Rental/Leases Expense	-		5600
5601	Building Maintenance	5,000	$ 5,000.00	5601
5602	Other Space Rental	-		5602
5605	Equipment Rental/Lease Expense	-		5605
5610	Equipment Repair	-		5610
5615	Technology Services	-		5615
5800	Professional/Consulting Services and Operating Expen	-	$ -	5800
				5800

5800	Sp Education (el Dorado) Consultaning Services	-		5800
5803	Banking and Payroll Service Fees	-		5803
5805	Legal Services	-		5805
5806	Audit Services	-		5806
5810	Educational Consultants	-		5810
5811	Student Transportation	2,500	$ 2,500.00	5811
5812	Non employee Substitutes	-	$ -	5812
5815	Advertising / Recruiting	-		5815
5820	Fundraising Expense	-		5820
5830	Field Trips	2,000	$ 2,000.00	5830
5822	Staff Appreciation - Non Public Funds	-		5822
5850	Scholarships	-		5850
5873	Financial Services	-		5873
5877	IT Services	-		5877
5890	Interest/Fees	-		5890
5875	District Oversight Fee	-		5875
5899	CMO Management Fee	-		5899
5900	Communications	-		5900
5910	Postage	-		5910
5901	Marketing	-	$ -	5901
5000	**Subtotal**	**$ 9,500**	**$ 9,500.00**	**5000**
Capital Outlay				**Capital Outlay**
6900	Depreciation Expense			6900
6000	**Subtotal**		**-**	**6000**
Other Outgoing				**Other Outgoing**
7000	Miscellaneous Expense	-		7000
7141	Special Education Encroachment	-		7141
7438	Debt Service - Interest	-		7438

7500	Misc.	-		7500
7000	**Subotal**	**$ -**	**-**	**7000**

Total Non-Personnel Expenses	**$**	**60,830**
Total Expenses	**$**	**81,143**

		ELOP
	TOTALS	ELOP
ALLOCATION	1,972,417	$ 1,972,417.00
PERSONNEL	1,820,926	$ 1,820,926.17
PROGRAM	151,491	$ 151,490.83
CAPITAL/DEBT	-	$ -
TOTAL EXPENSES	1,972,417	$ 1,972,417.00
BALANCE AVAIL	$ (0.00)	$ (0.00)

	TOTALS	2600
		ELOP
Teachers' Salaries	-	-
Teachers' Bonuses	-	-
Teacher Stipends		-
Substitute Expense	-	-
Certificated Pupil Support Salaries	-	-
Certificated Supervisor and Administrator S	-	-
Certificated Supervisor and Administrator B	-	-
Other Certificated Salaries	-	-
Other Certificated Overtime	-	-
Subtotal	$ -	-
Instructional Aide Salaries	1,571,700	1,571,700
Instructional Aide Bonuses	-	-

Classified Support Salaries		-	-
Classified Support Overtime		-	-
Classified Supervisor and Administrator Sal		-	-
Clerical, Technical, and Office Staff Salaries		63,944	63,944
Clerical, Technical, and Office Staff Overtin		-	-
Other Classified Salaries		-	-
Other Stipends		-	-
Other Classified Overtime		-	-
Subtotal		**1,635,644**	**1,635,644**
State Teachers' Retirement System, certificat		-	-
Public Employees' Retirement System, class		17,713	17,713
OASDI		101,410	101,410
Medicare		23,717	23,717
Health & Welfare Benefits		9,730	9,730
State Unemployment Insurance		16,356	16,356
Worker Compensation Insurance		16,356	16,356
Other Post Employement Benefits		-	-
Other Benefits		-	-
Subtotal	**$**	**185,282**	**185,282**
ıses			
	$	**1,820,926**	**1,820,926**
			2600
Approved Textbooks and Core Curricula Ma		-	
Books and Other Reference Materials		-	
Materials and Supplies		-	$ -
Classroom Materials and Supplies		43,341	$ 43,340.83

Student/Pupil Testing	-	
Student Incentives	-	
Afterschool Materials and Supplies	-	
Materials for School Sponsored Athletics	-	$ -
Materials for Plant Maintenance	-	
Noncapitalized Equipment	-	
Software & Software Licensing	23,100	$ 23,100.00
General Student Equipment -	-	
Food and Food Supplies	22,050	$ 22,050.00
Subtotal	**88,491**	**88,491**

perating Expenses

Travel and Conferences	-	
Training and Development Expense	-	
Dues and Memberships	-	
Insurance	-	
Operation and Housekeeping Services/Supp	-	
Utilities	-	
Janitorial Services	-	
Security/Locks/Keys	-	
Pest Control Services	-	
Student Transportation / Field Trips	-	
Space Rental/Leases Expense	-	
Building Maintenance	22,500	$ 22,500.00
Other Space Rental	-	
Equipment Rental/Lease Expense	-	
Equipment Repair	-	
Technology Services	-	
Professional/Consulting Services and Opera	-	$ -
NPS Services Consulting		$ -

Sp Education (el Dorado) Consultaning Serv	-	
Banking and Payroll Service Fees	-	
Legal Services	-	
Audit Services	-	
Educational Consultants	-	
Student Transportation	22,500	$ 22,500.00
Non employee Substitutes	-	$ -
Advertising / Recruiting	-	
Fundraising Expense	-	
Field Trips		$ 18,000.00
Staff Appreciation - Non Public Funds	-	
Scholarships	-	
Financial Services	-	
IT Services	-	
Interest/Fees	-	
District Oversight Fee	-	
CMO Management Fee	-	
Communications	-	
Postage	-	
Marketing	-	$ -
Subtotal	**$ 45,000**	**$ 63,000.00**

Depreciation Expense		
Subtotal		

Miscellaneous Expense	-	
Special Education Encroachment	-	
Debt Service - Interest	-	

Misc.		-		
Subotal	**$**	**-**		
	$	**133,491**		
	$	**1,954,417**	**$**	**1,820,926**

Employee Inputs

2105

827.136

UPC	OBJ	Loc	Resou	Progm	Full Name	Title
ELOPC0001	2400	20	2600		Bernhard-Beckham, Nathan	ELOP COORDINATOR
						AIMS MIDDLE TOTALS (020)
ELOPC0001	2400	30	2600		Bernhard-Beckham, Nathan	ELOP COORDINATOR
ELOPT0001	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0002	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0003	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0004	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0005	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0006	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0007	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0008	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0009	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0010	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0011	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0012	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0013	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0014	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0015	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0016	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPT0017	2100	30	2600		Vacant	ELOP Intervention Tutor
ELOPSI0001	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0002	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0003	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0004	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0005	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0006	2100	30	2600		Vacant	ELOP Saturday Instructor

Employee Inputs

2105

827.136

UPC	OBJ	Loc	Resou	Progm	Full Name	Title
ELOPSI0007	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0008	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0009	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPSI0010	2100	30	2600		Vacant	ELOP Saturday Instructor
ELOPIA0001	2100	30	2600		Vacant	ELOP Helper
ELOPIA0002	2100	30	2600		Vacant	ELOP Helper
ELOPIA0003	2100	30	2600		Vacant	ELOP Helper

AIPCS II ELEMENTARY TOTALS

Avg IA

Employee Inputs #REF! #REF! 1.5% = Salary increase

55

UPC	OBJ	Loc	Department	FTE	Salary Rate	**Total Salary**	Bonus and Stipends
ELOPC0001	2400	20	Afterschool	0.1	71,049	7,104.90	
				0.1	**71,049**	**7,104.90**	**0**
ELOPC0001	2400	30	Afterschool	0.9	71,049	63,944.10	
ELOPT0001	2100	30	Afterschool				52,390
ELOPT0002	2100	30	Afterschool				52,390
ELOPT0003	2100	30	Afterschool				52,390
ELOPT0004	2100	30	Afterschool				52,390
ELOPT0005	2100	30	Afterschool				52,390
ELOPT0006	2100	30	Afterschool				52,390
ELOPT0007	2100	30	Afterschool				52,390
ELOPT0008	2100	30	Afterschool				52,390
ELOPT0009	2100	30	Afterschool				52,390
ELOPT0010	2100	30	Afterschool				52,390
ELOPT0011	2100	30	Afterschool				52,390
ELOPT0012	2100	30	Afterschool				52,390
ELOPT0013	2100	30	Afterschool				52,390
ELOPT0014	2100	30	Afterschool				52,390
ELOPT0015	2100	30	Afterschool				52,390
ELOPT0016	2100	30	Afterschool				52,390
ELOPT0017	2100	30	Afterschool				52,390
ELOPSI0001	2100	30	Afterschool				52,390
ELOPSI0002	2100	30	Afterschool				52,390
ELOPSI0003	2100	30	Afterschool				52,390
ELOPSI0004	2100	30	Afterschool				52,390
ELOPSI0005	2100	30	Afterschool				52,390
ELOPSI0006	2100	30	Afterschool				52,390

Avg IA

Employee Inputs #REF! #REF! 1.5% = Salary increase

55

UPC	OBJ	Loc	Department	FTE	Salary Rate	**Total Salary**	Bonus and Stipends
ELOPSI0007	2100	30	Afterschool				52,390
ELOPSI0008	2100	30	Afterschool				52,390
ELOPSI0009	2100	30	Afterschool				52,390
ELOPSI0010	2100	30	Afterschool				52,390
ELOPIA0001	2100	30	Afterschool				52,390
ELOPIA0002	2100	30	Afterschool				52,390
ELOPIA0003	2100	30	Afterschool				52,390
				0.9	**71,049**	**$ 63,944.10**	**$ 1,571,700**

83

Employee Inputs

					5%	19.10%	27.70%	6.20%	1.45%
					= H&W rate increa	= STRS employer	= PERS employ	= OASDI employ	= Medicare e
UPC	OBJ	Loc	Overtime	**Total Direct Compensation**	Retirement System for Employee	3101 STRS, certificated	3202 PERS, classified	3313 OASDI	3323 Medicare
ELOPC0001	2400	20		7,104.90	PERS		1,968.06	440.50	103.02
			0	**7,104.90**	**0**	**-**	**1,968.06**	**440.50**	**103.02**
ELOPC0001	2400	30		63,944.10	PERS		17,712.52	3,964.53	927.19
ELOPT0001	2100	30		52,390.00				3,248.18	759.66
ELOPT0002	2100	30		52,390.00				3,248.18	759.66
ELOPT0003	2100	30		52,390.00				3,248.18	759.66
ELOPT0004	2100	30		52,390.00				3,248.18	759.66
ELOPT0005	2100	30		52,390.00				3,248.18	759.66
ELOPT0006	2100	30		52,390.00				3,248.18	759.66
ELOPT0007	2100	30		52,390.00				3,248.18	759.66
ELOPT0008	2100	30		52,390.00				3,248.18	759.66
ELOPT0009	2100	30		52,390.00				3,248.18	759.66
ELOPT0010	2100	30		52,390.00				3,248.18	759.66
ELOPT0011	2100	30		52,390.00				3,248.18	759.66
ELOPT0012	2100	30		52,390.00				3,248.18	759.66
ELOPT0013	2100	30		52,390.00				3,248.18	759.66
ELOPT0014	2100	30		52,390.00				3,248.18	759.66
ELOPT0015	2100	30		52,390.00				3,248.18	759.66
ELOPT0016	2100	30		52,390.00				3,248.18	759.66
ELOPT0017	2100	30		52,390.00				3,248.18	759.66
ELOPSI0001	2100	30		52,390.00				3,248.18	759.66
ELOPSI0002	2100	30		52,390.00				3,248.18	759.66
ELOPSI0003	2100	30		52,390.00				3,248.18	759.66
ELOPSI0004	2100	30		52,390.00				3,248.18	759.66
ELOPSI0005	2100	30		52,390.00				3,248.18	759.66
ELOPSI0006	2100	30		52,390.00				3,248.18	759.66

Employee Inputs

					5%	19.10%	27.70%	6.20%	1.45%
					= H&W rate increa	= STRS employer	= PERS employ	= OASDI employ	= Medicare e
UPC	OBJ	Loc	Overtime	**Total Direct Compensation**	Retirement System for Employee	3101 STRS, certificated	3202 PERS, classified	3313 OASDI	3323 Medicare
ELOPSI0007	2100	30		52,390.00				3,248.18	759.66
ELOPSI0008	2100	30		52,390.00				3,248.18	759.66
ELOPSI0009	2100	30		52,390.00				3,248.18	759.66
ELOPSI0010	2100	30		52,390.00				3,248.18	759.66
ELOPIA0001	2100	30		52,390.00				3,248.18	759.66
ELOPIA0002	2100	30		52,390.00				3,248.18	759.66
ELOPIA0003	2100	30		52,390.00				3,248.18	759.66
			$ -	**$ 1,635,644**	**$ -**	**$ -**	**$ 17,712.52**	**$ 101,409.93**	**$ 23,716.84**

Employee Inputs

#REF!	10811	0.01	1.0%	-
= Default monthly employer h	= State Unemplc	= Workers' Comp employer rate		= possible formula fo

UPC	OBJ	Loc	Monthly Health Rate	3403 Health and Welf	3503 SUI	3603 Workers' Comp	3703 Other Post Employr	3903 Other Benefits
ELOPC0001	2400	20	-	1,081.10	71.05	71.05		
			-	**1,081.10**	**71.05**	**71.05**	**-**	**-**
ELOPC0001	2400	30	-	9,729.90	639.44	639.44		
ELOPT0001	2100	30	-	-	523.90	523.90		
ELOPT0002	2100	30	-	-	523.90	523.90		
ELOPT0003	2100	30	-	-	523.90	523.90		
ELOPT0004	2100	30	-		523.90	523.90		
ELOPT0005	2100	30	-	-	523.90	523.90		
ELOPT0006	2100	30	-	-	523.90	523.90		
ELOPT0007	2100	30	-	-	523.90	523.90		
ELOPT0008	2100	30	-	-	523.90	523.90		
ELOPT0009	2100	30	-	-	523.90	523.90		
ELOPT0010	2100	30	-	-	523.90	523.90		
ELOPT0011	2100	30	-	-	523.90	523.90		
ELOPT0012	2100	30	-	-	523.90	523.90		
ELOPT0013	2100	30	-	-	523.90	523.90		
ELOPT0014	2100	30	-	-	523.90	523.90		
ELOPT0015	2100	30	-	-	523.90	523.90		
ELOPT0016	2100	30	-	-	523.90	523.90		
ELOPT0017	2100	30	-	-	523.90	523.90		
ELOPSI0001	2100	30	-		523.90	523.90		
ELOPSI0002	2100	30	-	-	523.90	523.90		
ELOPSI0003	2100	30	-	-	523.90	523.90		
ELOPSI0004	2100	30	-	-	523.90	523.90		
ELOPSI0005	2100	30	-	-	523.90	523.90		
ELOPSI0006	2100	30	-	-	523.90	523.90		

Employee Inputs

#REF!	10811	0.01	1.0%	-
= Default monthly employer h	= State Unemplc	= Workers' Comp employer rate		= possible formula fo

UPC	OBJ	Loc	Monthly Health Rate	3403 Health and Welf	3503 SUI	3603 Workers' Comp	3703 Other Post Employr	3903 Other Benefits
ELOPSI0007	2100	30	-	-	523.90	523.90		
ELOPSI0008	2100	30	-	-	523.90	523.90		
ELOPSI0009	2100	30	-	-	523.90	523.90		
ELOPSI0010	2100	30	-	-	523.90	523.90		
ELOPIA0001	2100	30	-	-	523.90	523.90		
ELOPIA0002	2100	30	-	-	523.90	523.90		
ELOPIA0003	2100	30	-	-	523.90	523.90		
			$ -	**$ 9,729.90**	**$ 16,356.44**	**$ 16,356.44**	**$ -**	**$ -**

Employee Inputs

ır STD, GTL, LTD, AD&D

CSMC

UPC	OBJ	Loc	Total Benefits	Total Compensation
ELOPC0001	2400	20	3,734.78	10,839.68
			3,734.78	**10,839.68**

ELOPC0001	2400	30	33,613.02	97,557.12
ELOPT0001	2100	30	5,055.64	57,445.64
ELOPT0002	2100	30	5,055.64	57,445.64
ELOPT0003	2100	30	5,055.64	57,445.64
ELOPT0004	2100	30	5,055.64	57,445.64
ELOPT0005	2100	30	5,055.64	57,445.64
ELOPT0006	2100	30	5,055.64	57,445.64
ELOPT0007	2100	30	5,055.64	57,445.64
ELOPT0008	2100	30	5,055.64	57,445.64
ELOPT0009	2100	30	5,055.64	57,445.64
ELOPT0010	2100	30	5,055.64	57,445.64
ELOPT0011	2100	30	5,055.64	57,445.64
ELOPT0012	2100	30	5,055.64	57,445.64
ELOPT0013	2100	30	5,055.64	57,445.64
ELOPT0014	2100	30	5,055.64	57,445.64
ELOPT0015	2100	30	5,055.64	57,445.64
ELOPT0016	2100	30	5,055.64	57,445.64
ELOPT0017	2100	30	5,055.64	57,445.64
ELOPSI0001	2100	30	5,055.64	57,445.64
ELOPSI0002	2100	30	5,055.64	57,445.64
ELOPSI0003	2100	30	5,055.64	57,445.64
ELOPSI0004	2100	30	5,055.64	57,445.64
ELOPSI0005	2100	30	5,055.64	57,445.64
ELOPSI0006	2100	30	5,055.64	57,445.64

Employee Inputs

ır STD, GTL, LTD, AD&D

CSMC

UPC	OBJ	Loc	Total Benefits	Total Compensation
ELOPSI0007	2100	30	5,055.64	57,445.64
ELOPSI0008	2100	30	5,055.64	57,445.64
ELOPSI0009	2100	30	5,055.64	57,445.64
ELOPSI0010	2100	30	5,055.64	57,445.64
ELOPIA0001	2100	30	5,055.64	57,445.64
ELOPIA0002	2100	30	5,055.64	57,445.64
ELOPIA0003	2100	30	5,055.64	57,445.64
			$ 185,282.07	**$ 1,820,926.17**

AIMS K12 2025-2026 ELOP PROGRAM ASSUMPTIONS

Resource	Obj Code	Program #	PLAN	AIMS K12 PROGRAM ASSUMPTIONS	AIMS MIDDLE
2600	2400		ELOP	***ELOP COORDINATOR***	$ 20,313
2600	2100		ELOP	***ELOP INTREVENTION TUTOR***	$ -
2600	2100		ELOP	***ELOP SATURDAY INSTRUCTOR***	$ -
2600	2100		ELOP	***ELOP HELPER***	$ -
2600	4700		ELOP	***Meals***	$ 2,450
2600	5811		ELOP	***Field Trips***	$ 2,000
2600	4300		ELOP	***ELOProgram Supplies***	$ 7,341
2600	4315		ELOP	***ELOP Afterschool Supplies***	$ 29,640
2600	4410		ELOP	***Software: City Span***	$ 11,900
2600	5830		ELOP	***Transportation***	$ 2,500
2600	5601		ELOP	***Building Maintenance/Modernization***	$ 5,000
					$ -
TOTAL PROGRAM ASSUMPTION COST					**$ 81,143**

		Annual
Hourly Rate	$65	$52,390
Program Start Date	9/1/2025	
Program End Date	6/30/2026	
4 Hours (Monday thru Thrusday)		
6 hours on Friday		
Total Days in Program		

Hours
4
6

AIPCS II	TOTAL COST
$ 97,557	**$ 117,870**
$ 976,576	**$ 976,576**
$ 574,456	**$ 574,456**
$ 172,337	**$ 172,337**
$ 22,050	**$ 24,500**
$ 18,000	**$ 20,000**
$ -	**$ 7,341**
$ 43,341	**$ 72,980**
$ 23,100	**$ 35,000**
$ 22,500	**$ 25,000**
$ 15,000	**$ 20,000**
	$ -
$ 1,964,917	**$ 2,046,060**

Days	Total Hrs Work
146	584
37	222
183	806

Coversheet

AIMS Salary Schedule

Section:	IV. Consent Calendar
Item:	Z. AIMS Salary Schedule
Purpose:	Vote
Submitted by:	
Related Material:	OPTION1 AIMS Salary Schedule FY25-26 Proposed.xlsx OPTION2 AIMS Salary Schedule FY25-26 Proposed.xlsx FY 25-26 Salary Schedule - Board Submission Cover Letter.pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

OPTION1 AIMS Salary Schedule FY25-26 Proposed.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

OPTION2 AIMS Salary Schedule FY25-26 Proposed.xlsx

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Tiffany Tung

Position/Title: Director of Compliance

Department: Compliance Director

Date of Submission (MM/DD/YYYY): 08/19/25

Item Details

Title of Item: FY25-26 AIMS Salary Schedules

Is this item a:
- [x] New Submission
- [ ] Renewal

If Renewal: Please summarize any changes from the previous submission:

Two Options presented for the Board's consideration: (Excel Required. Files Attached)

OPTION 1: Adds CAO, COO, Executive Director, Head of School, Maintenance Technician, & S.S.COLA 23-25

OPTION 2: Adds Executive Director, Head of School, Maintenance Technician, & S.S. COLA 23-25

Approvals

Has this item been reviewed by:
- [ ] Superintendent
- [x] Chief Business Officer (CBO) (If budget changes)
- [x] Director of Compliance (If plan changes)
- [ ] Neither

Committee Review

Has this item been through the appropriate committee review process?
- [ ] Yes
- [x] No

If yes: Please specify which committee(s) and provide minutes or approval documentation:

If no: Explain why:

Will be presented at the Board Meeting in August 2025.

Deadline Information

Is there a submission deadline for this item?
- [ ] Yes
- [x] No

If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $

Is this expenditure included in the annual budget?
- [ ] Yes
- [ ] No

Please specify in which plan this expense is indicated:
- [ ] SPSA
- [ ] LCAP
- [x] Other:

Coversheet

Unaudited Actuals

Section:	IV. Consent Calendar
Item:	AA. Unaudited Actuals
Purpose:	Vote
Submitted by:	
Related Material:	25-6-30 AIMS Middle Unaudited Actuals.xlsx 25-6-30 AIPCS II Unaudited Actuals.xlsx 25-6-30 AIMS High Unaudited Actuals.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

25-6-30 AIMS Middle Unaudited Actuals.xlsx

Notice

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25-6-30 AIPCS II Unaudited Actuals.xlsx

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25-6-30 AIMS High Unaudited Actuals.xlsx

Coversheet

Budget Revisions

Section: IV. Consent Calendar
Item: AB. Budget Revisions
Purpose: Vote
Submitted by:
Related Material: CMO 25 26 Menendez Adopted Budget.xlsx
CMO 25 26 Final alignment Adopted Budget.xlsx
AIMS Middle budget 3schl Budget Session Menendez.xlsx
AIMS High budget 2526 3schools Adoption Marco.xlsx
AIMS High budget 2526 3schools Adoption Board approved.xlsx
AIMS Middle budget 3schl Budget Session after board session.xlsx
AIMS Elem budget 3schl Budget Session Marco.xlsx
AIMS Elem budget 3schl Budget Session after board.xlsx
AIMS HS SPORTS BUDGET 25-26.xlsx
AIMS ELOP Budget Tool 2526 Adoption Budget.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

CMO 25 26 Menendez Adopted Budget.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

CMO 25 26 Final alignment Adopted Budget.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS Middle budget 3schl Budget Session Menendez.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS High budget 2526 3schools Adoption Marco.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS High budget 2526 3schools Adoption Board approved.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS Middle budget 3schl Budget Session after board session.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS Elem budget 3schl Budget Session Marco.xlsx

Notice

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AIMS Elem budget 3schl Budget Session after board.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

AIMS HS SPORTS BUDGET 25-26.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

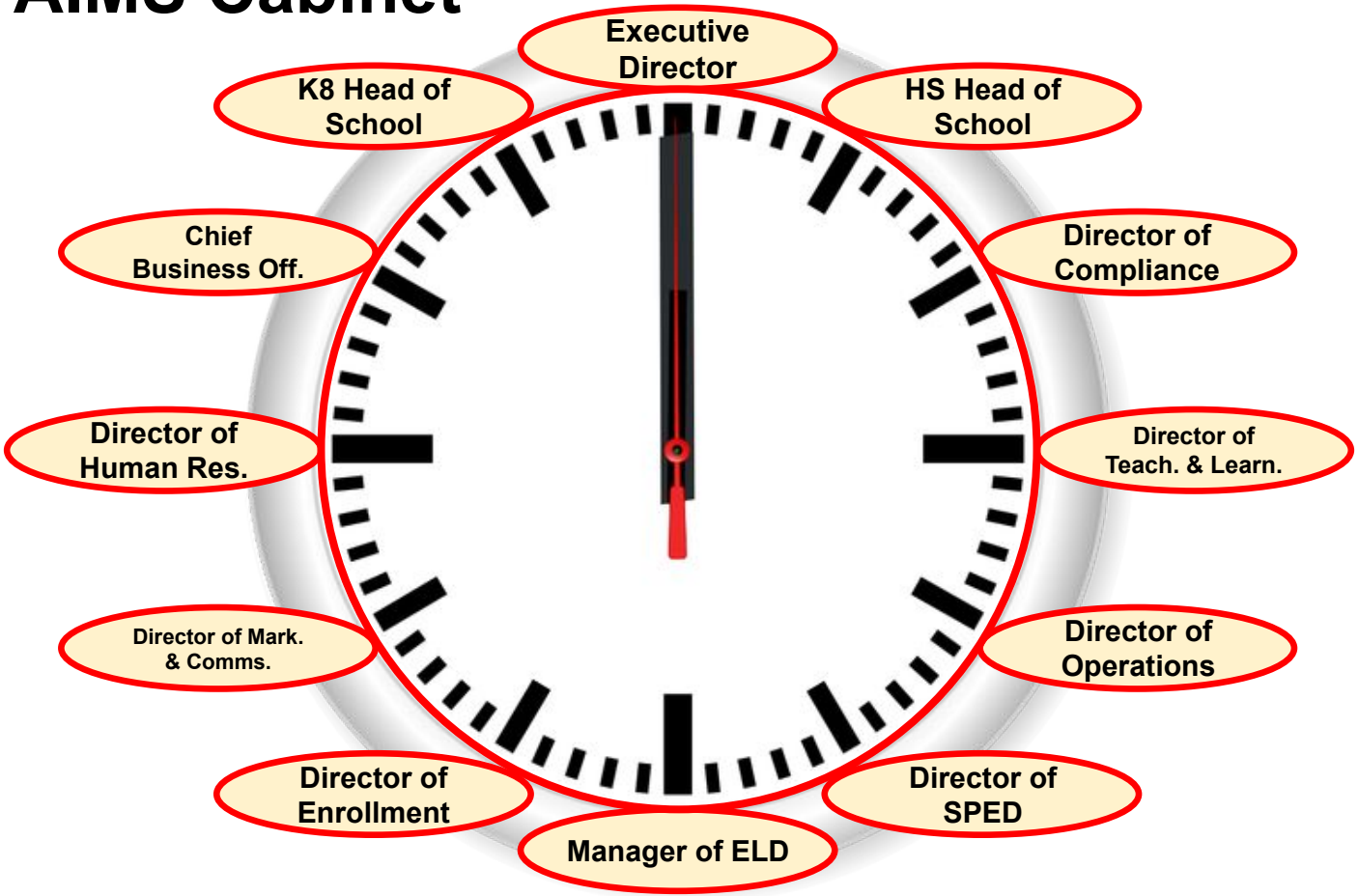
AIMS ELOP Budget Tool 2526 Adoption Budget.xlsx

Coversheet

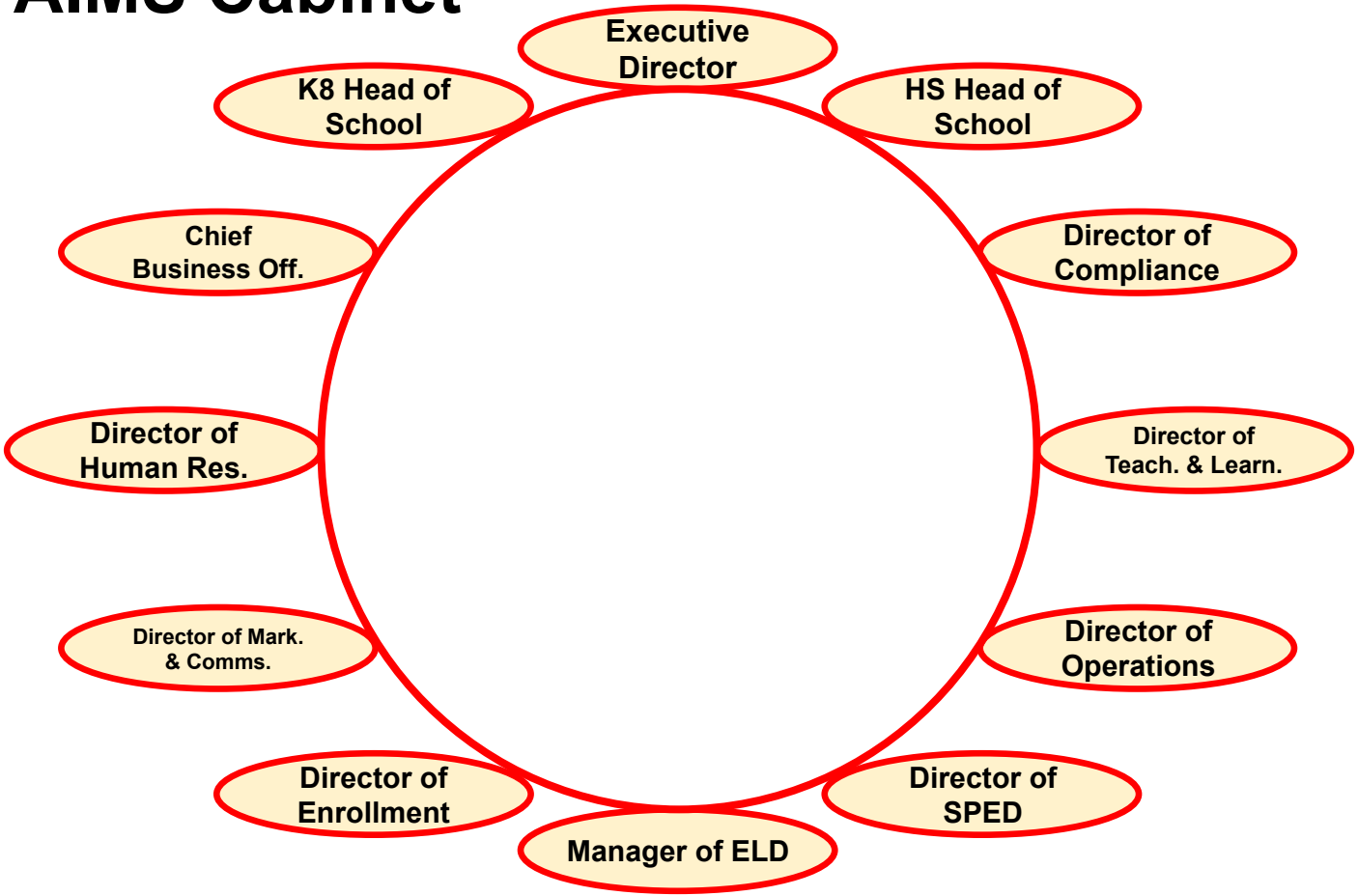
Organization Chart Revision Proposals

Section:	V. Action Items
Item:	A. Organization Chart Revision Proposals
Purpose:	Vote
Submitted by:	
Related Material:	AIMS New Org Chart for Greater Cohesion.pdf Org Chart AnalYsis.pptx

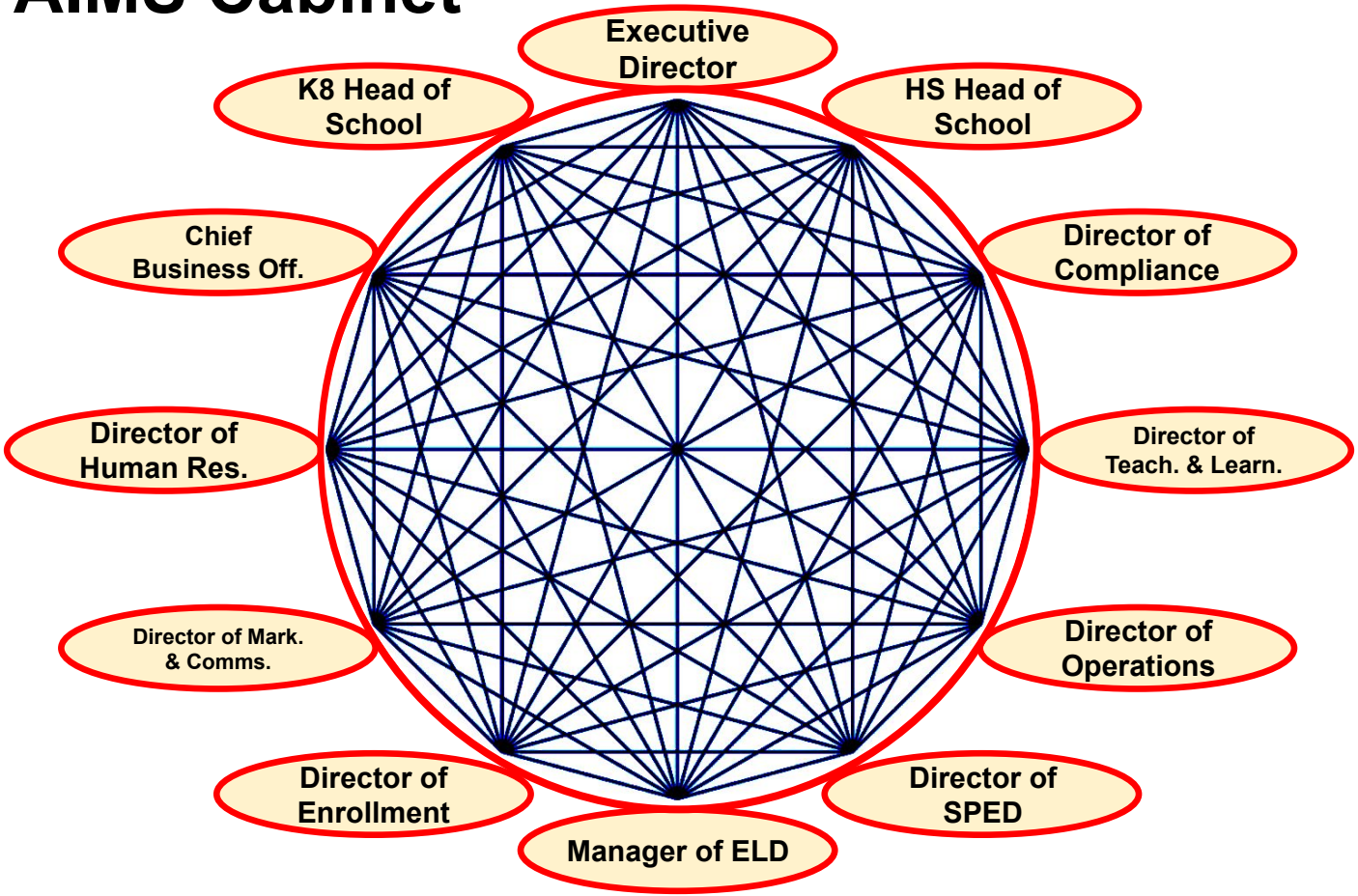
AIMS Cabinet

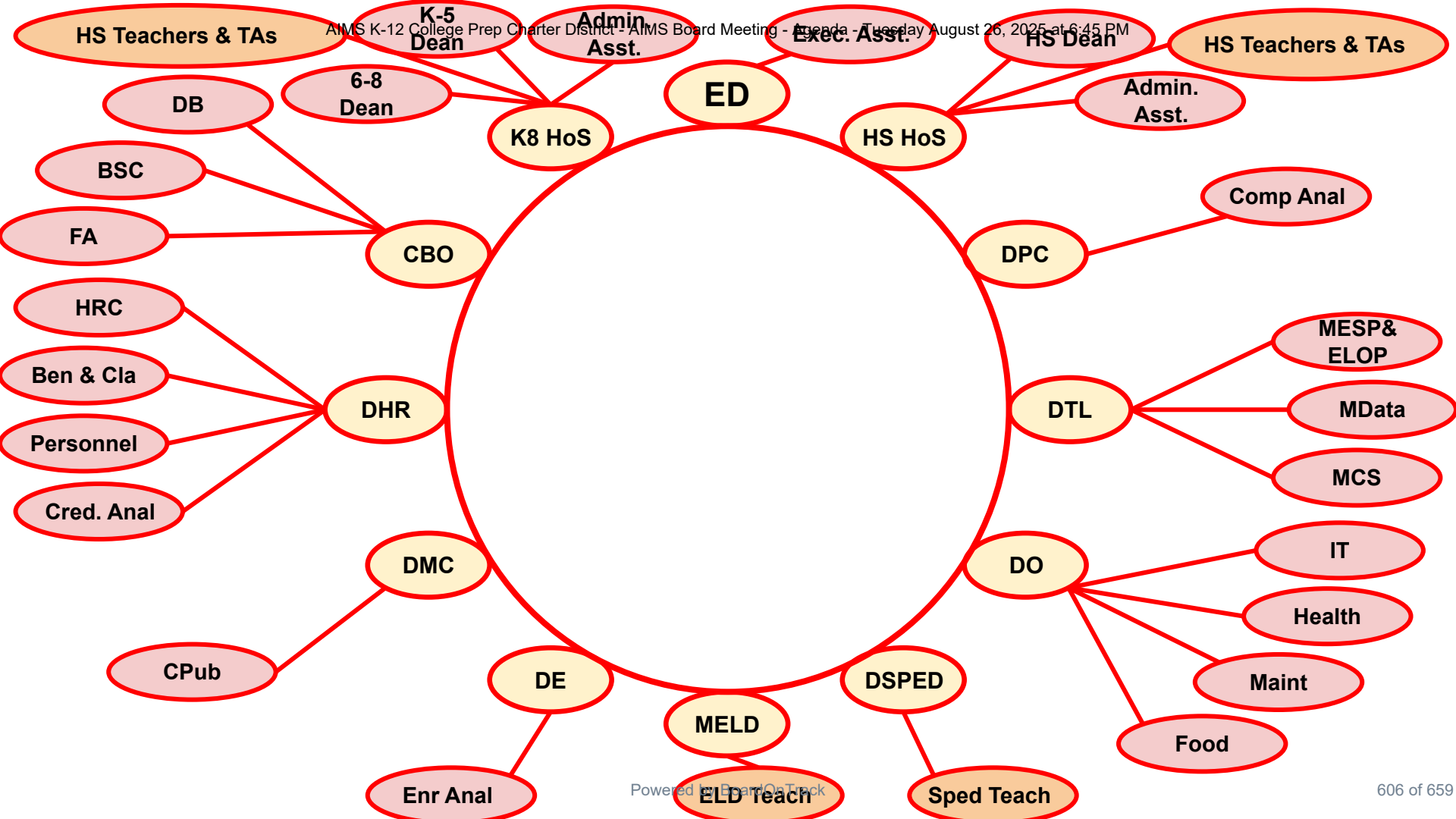


AIMS Cabinet

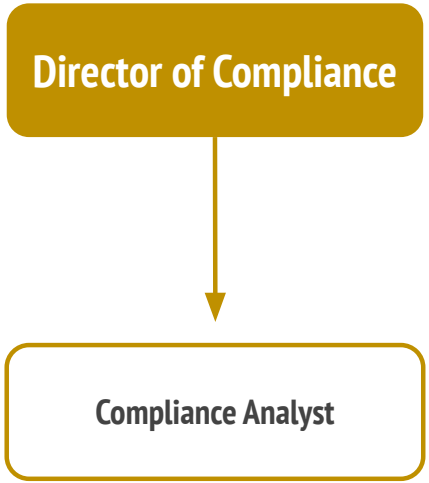


AIMS Cabinet



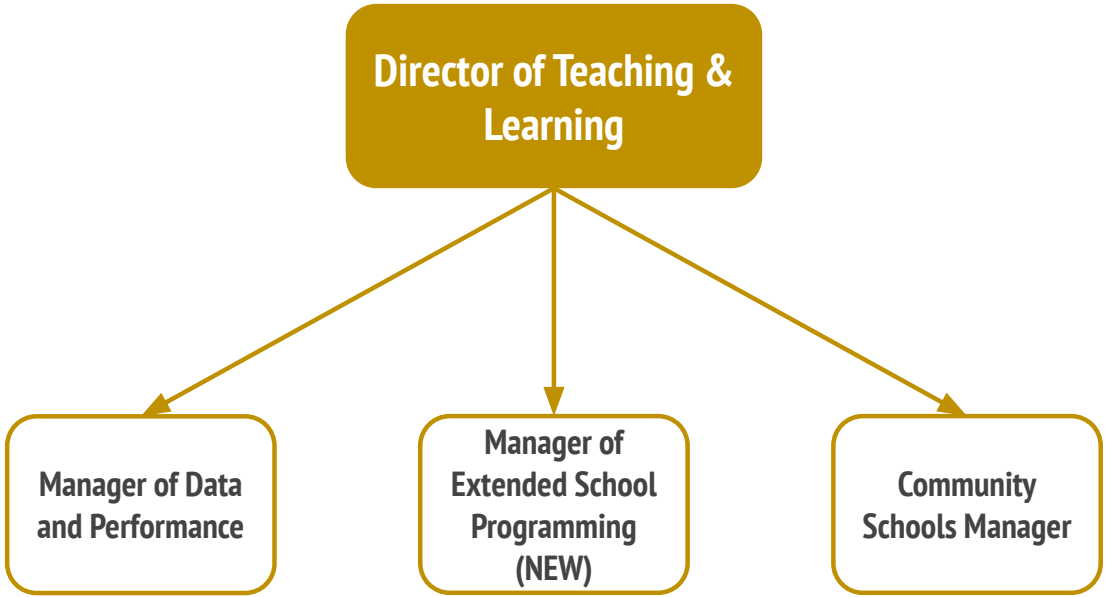

ED
K8 HoS
HS HoS
CBO
DHR
DMC
DE
MELD
DSPED
DO
DTL
DPC
HS Teachers & TAs
K-5 Dean
Admin. Asst.
6-8 Dean
DB
BSC
FA
HRC
Ben & Cla
Personnel
Cred. Anal
CPub
Enr Anal
ELD Teach
Sped Teach
Food
Maint
Health
IT
MCS
MData
MESP& ELOP
Comp Anal
Exec. Asst.
HS Dean
HS Teachers & TAs
Admin. Asst.

Office of Program Compliance



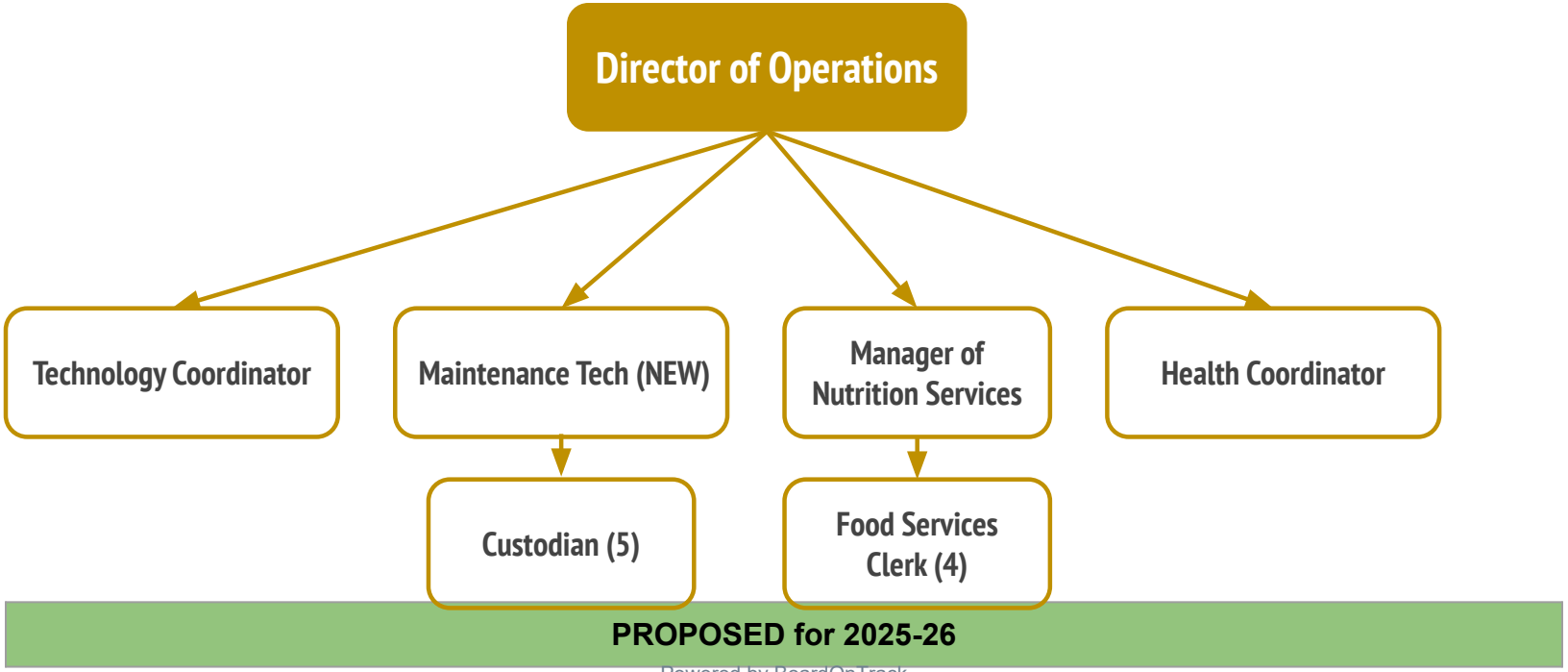
PROPOSED for 2025-26

Office of Teaching & Learning



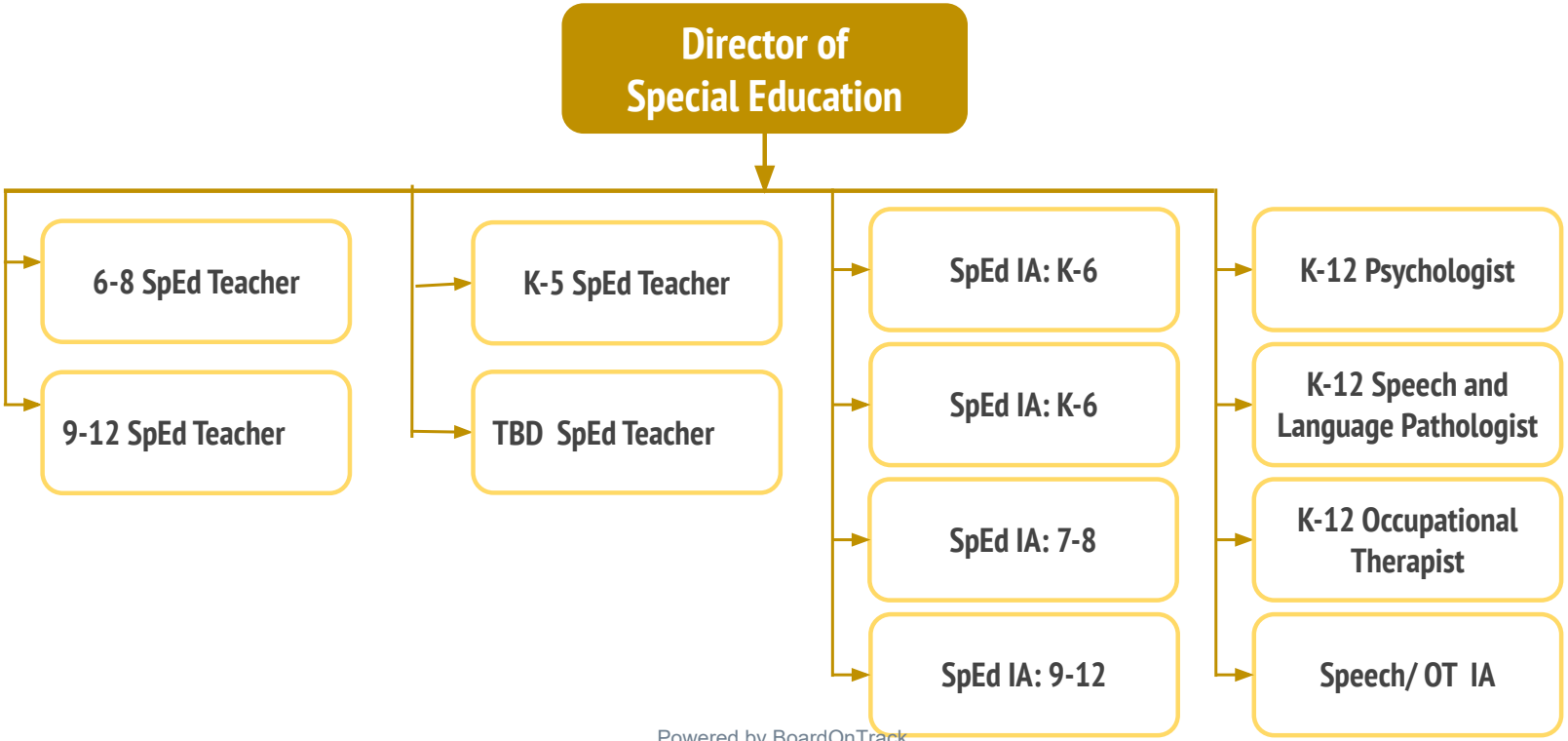
PROPOSED for 2025-26

Operations

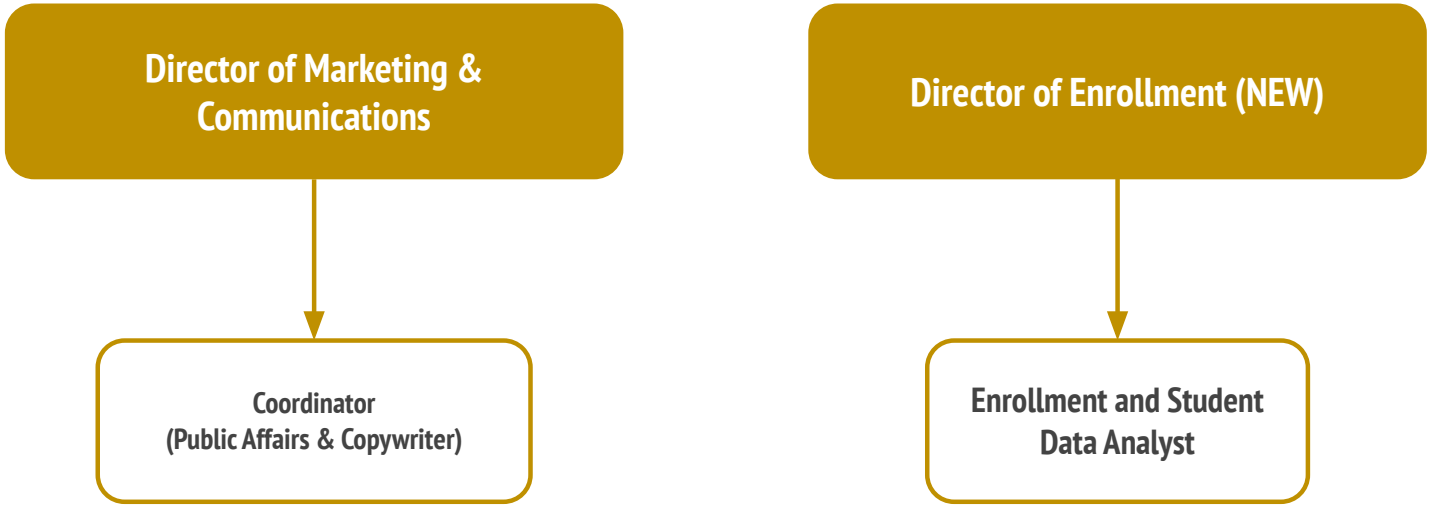

Director of Operations
Technology Coordinator
Maintenance Tech (NEW)
Manager of Nutrition Services
Health Coordinator
Custodian (5)
Food Services Clerk (4)
PROPOSED for 2025-26

PROPOSED for 2025-26

Special Education Department

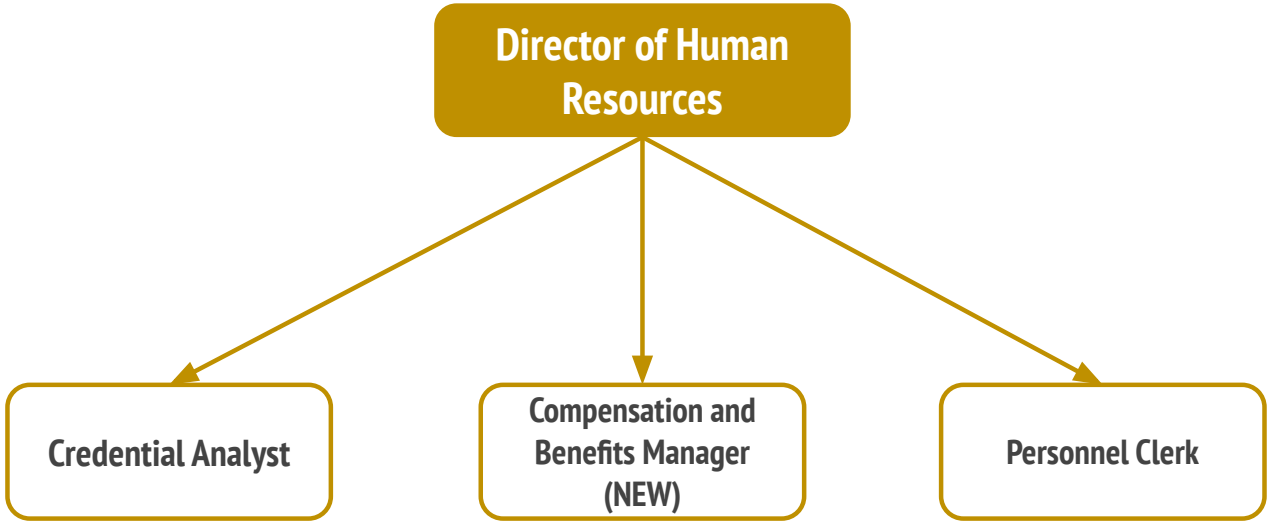


Office of Outreach



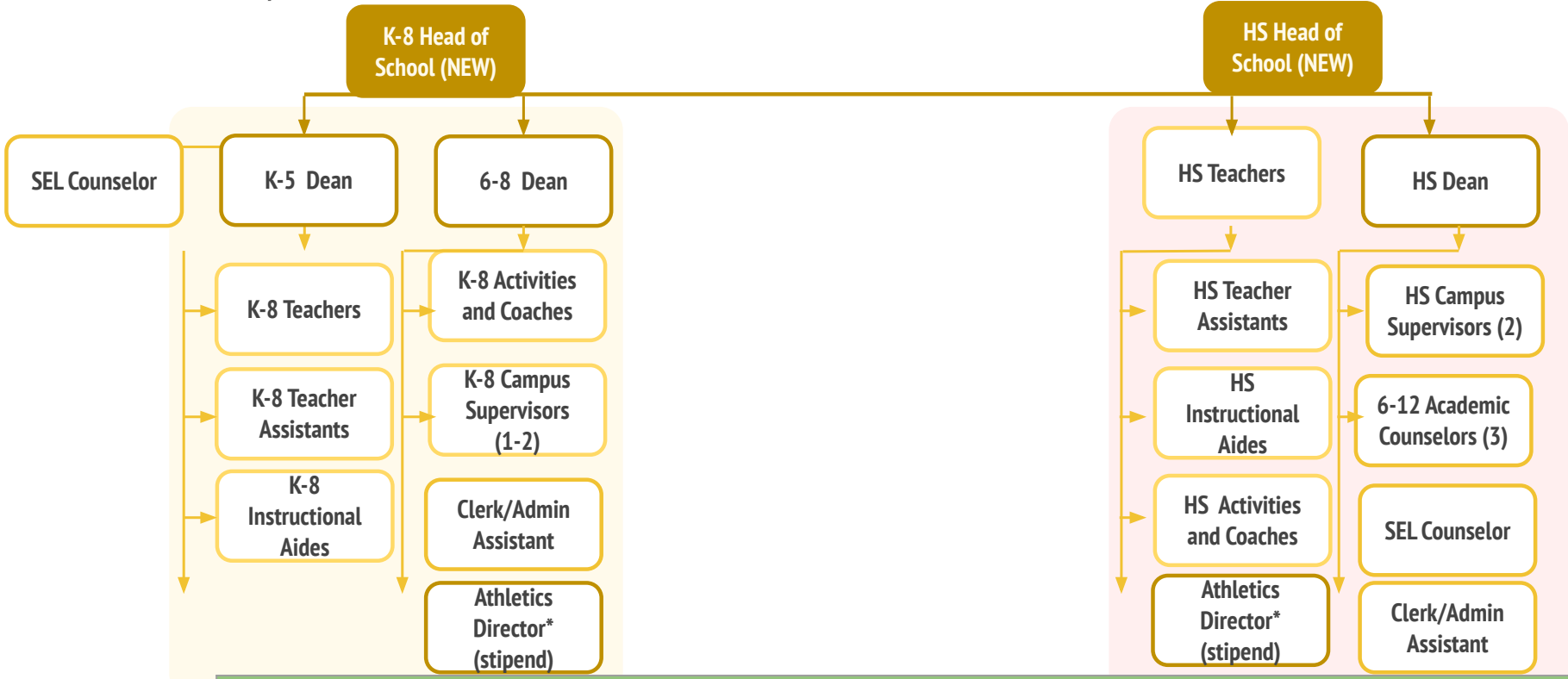
APPROVED for 2025-26

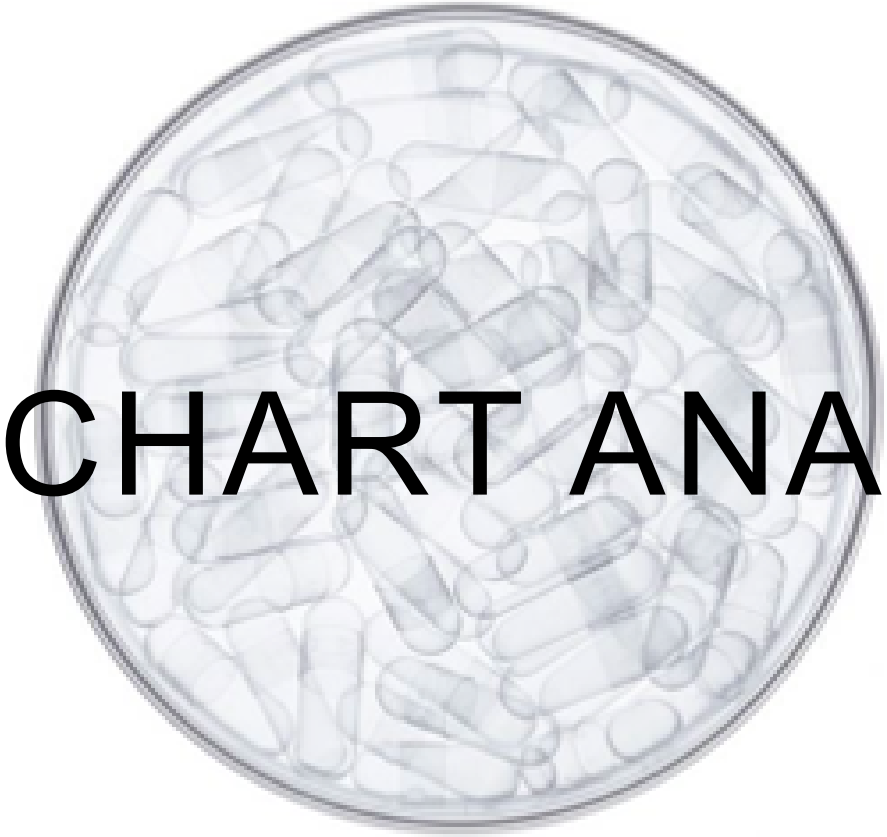
Office of Human Resources



PROPOSED for 2025-26

School Sites (Elementary/ Middle School/High School)





ORG CHART ANALYSIS

CMO BUDGETS

BOARD APPROVED JUNE 2025

Projected 2025-2026 TOTAL CMO BUDGET			FTE
150	BOARD OF DIRECTORS	$ 721,346	1.00
100	EXECUTIVE DIRECTOR	$ 343,125	1.00
120	BUSINESS OPERATION SERVICES	$ 1,006,985	4.00
230	PROGRAM COMPLIANCE/HR	$ 951,658	7.00
	CHIEF OF ACADEMICS	$ 281,080	1.00
	CHIEF OF OPERATIONS	$ 281,080	1.00
Central Departments (CMO)		**$ 3,585,274**	**15.00**

EXECUTIVE DIRECTOR PROPOSAL

Projected 2025-2026 TOTAL CMO BUDGET				FTE
150	BOARD OF DIRECTORS	$	663,834	1.00
100	EXECUTIVE DIRECTOR	$	441,449	2.00
120	BUSINESS OPERATION SERVICES	$	1,006,985	4.00
230	HUMAN RESOURCES	$	837,923	6.00
Central Departments (CMO)		**$**	**2,950,191**	**13.00**

SCHOOL BUDGETS

Comparison By School

AIMS MIDDLE (6-8)

BOARD APPROVED JUNE 2025

SACS Objec	Code Description	2025-26
	State	3,346,344
	Federal	197,621
	Local	82,891
Total Revenue		**$ 3,626,856**
1000	Certificated Salaries	969,047
2000	Classified Salaries	422,151
3000	Benefits	281,795
4000	Books and Supplies	418,875
5000	Services and Other Operating Expenses	1,491,312
6000	Capital Outlay	55,267
7000	Other Outgoing	121,278
Total Expenses		**$ 3,759,726**
eficit)		**$ (132,870)**
As a % of expenses		-4%
und Balance		2,395,632
d Balance		**$ 2,262,761**
As a % of Expenditures		60%

EXECUTIVE DIRECTOR PROPOSAL

SACS Objec	Code Description	2025-26
	State	3,346,344
	Federal	197,621
	Local	82,891
Total Revenue		**$ 3,626,856**
1000	Certificated Salaries	935,464
2000	Classified Salaries	506,683
3000	Benefits	504,091
4000	Books and Supplies	599,540
5000	Services and Other Operating Expenses	1,198,536
6000	Capital Outlay	55,267
7000	Other Outgoing	121,278
Total Expenses		**$ 3,920,858**
eficit)		**$ (294,002)**
As a % of expenses		-7%
und Balance		2,395,632

AIPCS II (K-8)

BOARD APPROVED JUNE 2025

AMERICAN INDIAN CHARTER SCHOOL (AIPCS II)				
	SACS Code	Description		2025-26
Revenue				
		State		12,120,949
		Federal		719,711
		Local		105,476
	Total Revenue		**$**	**12,946,136**
Expenses				
	1000	Certificated Salaries		3,257,852
	2000	Classified Salaries		2,989,374
	3000	Benefits		1,823,289
	4000	Books and Supplies		778,138
	5000	Services and Other Operati		3,613,130
	6000	Capital Outlay		165,800
	7000	Other Outgoing		363,834
	Total Expenses		**$**	**12,991,418**
Surplus / (Deficit)			**$**	**(45,282)**
	As a % of expenses			0%
Beginning Fund Balance			**$**	8,406,235
Ending Fund Balance			**$**	**8,360,953**
	As a % of Expenditures			64%
	$400K needed to reach positive 3%			

EXECUTIVE DIRECTOR PROPOSAL

AMERICAN INDIAN CHARTER SCHOOL (AIPCS II)				
	SACS Code	Description		2025-26
Revenue				
		State		12,120,949
		Federal		719,711
		Local		105,476
	Total Revenue		**$**	**12,946,136**
Expenses				
	1000	Certificated Salaries		3,316,502
	2000	Classified Salaries		3,091,819
	3000	Benefits		1,885,849
	4000	Books and Supplies		778,138
	5000	Services and Other Operati		3,289,238
	6000	Capital Outlay		165,800
	7000	Other Outgoing		363,834
	Total Expenses		**$**	**12,891,180**
Surplus / (Deficit)			**$**	**54,956**
	As a % of expenses			0%
Beginning Fund Balance			**$**	8,406,235
Ending Fund Balance			**$**	**8,461,191**
	As a % of Expenditures			66%
	$300K needed to reach positive 3%			

AIMS HIGH (9-12)

BOARD APPROVED JUNE 2025

AIMS COLLEGE PREP HIGH SCHOOL				
Budget Summary				
	SACS	Code Description		2025-26
Revenue				
		State		5,980,892
		Federal		362,667
		Other State Revenue		1,183,140
		Local		
	Total Revenue		$	7,526,699
Expenses				
	1000	Certificated Salaries		1,728,181
	2000	Classified Salaries		1,285,198
	3000	Benefits		917,413
	4000	Books and Supplies		747,842
	5000	Services and Other Operating Expenses		2,675,559
	6000	Capital Outlay		104,032
	7000	Other Outgoing		-
	Total Expenses		$	7,458,225
Surplus / (Deficit)			$	68,474
	As a % of LCFF revenue			1%
Beginning Fund Balance			$	3,814,351
Ending Fund Balance			$	3,882,825
	As a % of Expenditures			52%

$100K needed to bring to 3%

EXECUTIVE DIRECTOR PROPOSAL

AIMS COLLEGE PREP HIGH SCHOOL			
Budget Summary			
	SACS Code	**Description**	**2025-26**
Revenue			
		State	5,980,892
		Federal	362,667
		Other State Revenue	1,183,140
		Local	
	Total Revenue		**$ 7,526,699**
Expenses			
	1000	Certificated Salaries	1,728,181
	2000	Classified Salaries	1,430,594
	3000	Benefits	980,658
	4000	Books and Supplies	747,842
	5000	Services and Other Operating Expenses	2,400,627
	6000	Capital Outlay	104,032
	7000	Other Outgoing	-
	Total Expenses		**$ 7,391,933**
Surplus / (Deficit)			**$ 134,766**
	As a % of LCFF revenue		2%
Beginning Fund Balance			$ 3,814,351
Ending Fund Balance			**$ 3,949,116**
	As a % of Expenditures		53%

$50K needed to bring to 3%

THANK YOU!

Coversheet

CSMC Presentation

Section:	V. Action Items
Item:	C. CSMC Presentation
Purpose:	Discuss
Submitted by:	
Related Material:	ACOE schedule D CSMC support.xlsx CSMC Services Outline for AIMS 8.12.25.docx Bridge Contract Proposal for American Indian Model Schools 8.12.25.pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

ACOE schedule D CSMC support.xlsx

43460 Ridge Park Dr. Ste. #100, Temecula, CA 92590
951-694-3050 Fax: 951-257-7474

August 12, 2025

Dear AIMS Leaders:

CSMC understands ACOE's requirement to provide a "new" fully executed contract and is actively in the process of developing and negotiating a services agreement that aligns to AIMS' evolving needs and the terms of the MOU with ACOE.

As a "bridge" contract, CSMC has prepared a revised contract services proposal discounting last years pricing.

CSMC's 2024-25 services agreement with AIMS was priced at 1.55% of total revenue. In 2024-25 CSMC billed AIMS for approximately $370,000. The contract was signed by both parties and though the initial terms of the agreement appear to be valid through June 2023, the master services agreement of the contract includes an automatic roll over clause that keeps the contract valid and in effect if neither AIMS nor CSMC provides written intent to terminate the contract.

CSMC's current proposed contract price for (2025-26) AIMs is $345K per year.

This *includes services and support for three schools*, their elementary school; middle school; and high school. Not solely for the elementary school now authorized by ACOE.

When you divide the contract price proportionately by current student enrollment at the three different schools, you see the following:

School/Campus	**Enrollment**	**% of total (3 school) enrollment**	**proportionate contract $$**
ES	571	51%	$177,310.00
MS	185	17%	$ 57,450.00
HS	355	32%	$110,240.00

For the elementary school, now authorized by ACOE, 571 students or 51% of total combined (3 schools) attend the elementary school. Fifty one percent (51%) of the total CSMC contract price is approximately $177,313.00.

Each school requires a separate budget; interim budget reports; unaudited actual reports; and compliance reporting. The compliance reports completed and submitted by CSMC are:

AIMS (Elementary, Middle, and High)

- Ist Interim Alt Form
- 2nd Interim Alt Form
- UAR Alt Form
- Annual ESSER & GEER
- CMDC (Q1, Q2, Q3, Q4 reporting required)
- ConApp Application
- ConApp Summer
- ConApp Winter
- Educator Effectiveness
- ELOP
- ESSA

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- IPI
- LREBG
- PROP 28 Annual Cert
- PROP 28 Annual Report
- Prop 28 Expenditure Report
- UPK

Supporting Needs - time and effort:

Relative to all CSMC client partners, CSMC invests the fifth highest number of support hours for AIMS across all CSMC services/departments. Three of the four client partner schools that require more time and effort than AIMS each have more than three (3) schools in their District/organization.

Overview of CSMC Services and Support Included in the Current Services Agreement

Budgeting

- ☐ Create annual and multi-year budgets including monthly cash flow projections
- ☐ Make budget revisions (as needed and upon Charter School request)
- ☐ Updated monthly budget forecasts
- ☐ Monthly year-to-date financial statements
- ☐ Monitor cash position. Cash management.
- ☐ Customized financial analysis –Support in resolving financial issues

Accounting

- ☐ **Sage Intacct** - Your real time access to the accounting system allows you to drill down to detail, in multiple high value reports commonly used by school leadership and business staff. The Sage Intacct portal allows the Charter School and CSMC to generate financial reports on an as-needed basis. Charter School can generate reports including, but not limited to detailed account activity, including scans of all invoices entered through the accounts payable system; check register activity; summary of the budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by CSMC); revenues; and general ledger.
- ☐ Setup of Charter School's chart of accounts and general ledger
- ☐ Customized account codes
- ☐ Restricted funds tracking
- ☐ Assessing Training Needs
- ☐ Transaction recording. Journal entries and account maintenance
- ☐ Bank reconciliation
- ☐ Capitalized Assets
- ☐ ****LLC Accounting Services** (fee for service)
  (Recently requested support on separate contract)

Commented [TN1]: *(Recently requested support on separate contract)*

Accounts Payable & Receivable:

- ☐ Revenue verification. Revenue collection for improperly calculated payments. Accounts Payable functions. Invoice review. Invoice payment support.

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- Rush Check and Express Shipping - Fee for Service

Audit Support and Government Financial Reporting:

- Audited financial reports
- Project Management
- Preliminary and final budget reports
- Interim financial reports

SB 740 Compliance

- **SB 740 applications** – CSMC works with the client to submit SB 740 facilities applications and reimbursements on the Charter School's behalf for classroom-based charter schools with eligible facilities costs. ***(These services will be provided and applicable moving forward with prospective facilities plan)*

Commented [TN2]: • ***(These services will be provided and applicable moving forward with prospective facilities plan)*

Board Meeting Support, and Presentation of Monthly Financials

(Board may want this support moving forward, per conversations with interim school leadership.)

Commented [TN3]: ***(Board may want this support moving forward, per conversations with interim school leadership.)*

- **Monthly financials and Board Packet-** CSMC creates a detailed board report for each regular board meeting that includes budget to actuals with a written narrative analysis, cash flow projections; Balance Sheet Summary; school's performance against key financial metrics; and Compliance Reporting Look Ahead. We provide you with the option of including additional financial reports in the supplemental section
- **Board meeting presentations -** – CSMC participates in board meetings via teleconference and presents financial reports and analysis. If periodic in person attendance is what you prefer, CSMC and the charter school will make appropriate arrangements.

Compliance & Accountability

- CSMC can support all required compliance reporting, and we recognize the importance of timeliness and accuracy. On our *Client Partner Standing Call*, CSMC routinely reviews all compliance and submission requirements up to three months in advance of the due date. This facilitates a shared understanding of roles between your school staff and CSMC and task completion timelines, so nothing falls through the cracks.
- Compliance Calendar
- SPED financial reporting
- Funding compliance
- District and state regulation compliance
- Compliance reports completed and submitted on behalf of all three AIMS schools include but not limited to:
- Fiscal Policies and Procedures -Development and Training

- ***Best practices would be to update the policies and provide staff and Board training on the new policies and the rationale for making changes.) Best practice is at least once annually, Board reviewing the fiscal policies and considering any edits/enhancements based on feedback from auditors, authorizers, and stakeholders.*

Grant Management and Support

- **Fund accounting**. **Financial reports, Con App.**

Authorizer Oversight Support

***(We are considering different levels of authorizer support now, specifically for ACOE and data management support.)*

Commented [TN4]: ***(We are considering different levels of authorizer support now, specifically for ACOE and data management support.)*

CSMC's goal is for your school to maintain a good standing and strong rapport with your authorizer. We have decades of experience collaborating with the CDE, County Offices of Education, and Local District authorizers.

- Support with strategy and written responses to your authorizer and review all communications and develop strategic responses.
- Participate in teleconferences/meetings and meet in person with the school and authorizer, as needed. Including on-site visits.

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- Review and present highlights and feedback from prior oversight visit to business operations staff, leadership, and Board) culminating in a strategic plan and messaging authorizer.
- Advance review of fiscal preparation guide and all authorizer requests and requirements related to oversight audit. CSMC compiles fiscal documents/folders (and identifies items where school site input is required) so nothing is missed.

Service Delivery – Client Standing Calls

***(To date AIMS has chosen not to fully utilize this service delivery platform, though most of CSMC client partners do regularly participate in these comprehensive meetings. Interim school leadership mentioned interest in re-establishing these routine meetings/teleconferences.*

Commented [TN5]: ***(To date AIMS has chosen not to fully utilize this service delivery platform, though most of CSMC client partners do regularly participate in these comprehensive meetings. Jimmie mentioned that the school leadership is considering re-starting these regularly scheduled meetings/teleconferences.)*

CSMC utilizes a ***CLIENT STANDING CALL*** routine with most clients.

- This is a pre-set, recurring meeting, set to fit your schedule.
- It gives you direct access to your key CSMC contacts in each service division. One-stop.
- Ensures Responsiveness and Accessibility to Your Client Services and Support Team.
- Your assigned CSMC School Business Manager, Account Manager, and Payroll Tech participate in these calls along with your School Leadership and Business Operations team.
- CSMC can facilitate the development of an advanced agenda with you to address your priorities while providing your school team with the evolving information, support, and training it needs.
- Each CSMC service division contributes to this agenda to keep everyone ahead of upcoming deadlines and keep your team coordinated with ours.
- CSMC follows up with a written summary of your agreed-upon action steps and delegated tasks for our team and yours.

CSMC routinely includes these important topics on these calls:

- Review of All Compliance Due Dates. Calendar Look Ahead that integrates into Board meeting planning.
- Restricted funds spending; and tracking. Coding of invoices.
- LCAP coding; spending; and tracking
- Outstanding payroll items
- Outstanding retirement items

This time is solely for **your school, and your team**, to collaborate with your entire CSMC Client Services and Support Team!

Retirement Reporting Support

- **STRS/PERS and Other Retirement Plan Administration** – The Charter School is responsible for administration forms and notices tied to enrollments, leaves of absence, and terminations, and any fees from outside parties including late fees and interest levied by PERS.
- CSMC retirement team will help the Charter School make appropriate deductions for PERS based on information provided by the Charter School. Some counties charge separately for this mandated service.
- CSMC will process the Charter Schools monthly retirement reporting and submit directly to retirement agency
- CSMC retirement team will work with the Charter School and PERS contacts on specific reporting and submission requirements and server specific desktop applications when applicable.
- The CSMC retirement team can assist the Charter School in setting up notifications, for required notices to ensure they are current on rules and regulations.
- CSMC retirement team will assist with retirement questions and resolutions with the Charter School. When applicable, work with PERS and Charter School for clarification(s).
- CSMC clients have discovered that corrections are needed to retirement reporting /PERS) that was completed before hiring CSMC as their back-office service provider. Often these required prior corrections may not be recognized or identified by clients, their employees, or the agencies involved until a time after the clients have contracted with CSMC. Resolution of these issues can often take months, including penalties and interest due to how retirement agencies process and audit correcting reports. CSMC recognizes the importance of ensuring accurate retirement reporting for all your employees. CSMC has the expertise and experience to support our clients with resolving these issues, however, depending on the time and effort required, CSMC's retirement team support may require a fee for this service arrangement.

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CSMC Proposal:

American Indian Model Schools

Created By:

CSMC
43460 Ridge Park Drive
Temecula, CA 92590
888.994.CSMC

Prepared for:

Marco Menendez
Executive Director

TABLE OF CONTENTS

Executive Summary 2
Provision of Core Services 3
Qualifications and Experience of Key Personnel 12
Technological Resources 14
Pricing Sheet 16
Addendum 17
Appendix 18

EXECUTIVE SUMMARY

CSMC is excited to be considered by American Indian Model Schools as a back-office services partner and provider, and we are confident in our ability to provide the immediate strategic transitional support that American Indian Model Schools is seeking for the 2025-26 school year.

CSMC was founded almost twenty-five years ago and has been successfully supporting charter schools providing high quality comprehensive financial back-office and compliance support services at affordable prices ever since. We currently serve over 100 charter schools in California and Nevada.

Our founder and current President, Sandro Lanni, started our business as a parent volunteer of children attending a public charter school. He recognized that the burden of managing all the business operations and financial compliance requirements diminished the school leader’s ability to focus solely on the educational mission of the school and the needs of the community. Initially volunteering to help with accounting and compliance, he established Charter School Management Company (CSMC) to enable charter leaders to focus on what was most important and to trust CSMC’s experience and expertise to handle the finances, compliance and business operations and much more.

CSMC is well versed in California state and federal compliance, auditing and reporting requirements and we continue to stay abreast of the ever-changing regulations. We have developed synergy with multiple audit firms and law firms and CSMC is recognized in California as a highly reliable and responsive partner who provides high quality and consistent services.

Our sole focus is supporting charter schools. Like other back-office firms, we are CPAs, MBAs, accountants, and former auditors; however, with CSMC, you get much more. We’re former charter school founders, administrators, and authorizers. That experience can never be replicated, only earned. Our leadership team has sat in your chair and worn your shoes. We understand the importance of meeting and exceeding authorizer and auditor requirements and expectations. At CSMC we don’t just say “we understand your challenges.” We’ve navigated your challenges ourselves.

PROVISION OF CORE SERVICES

PLEASE REFER TO ADDENDUM. THE ADDENDUM ATTACHED DOES IMPACT THIS SCOPE OF SERVICE.

CSMC's core services include comprehensive financial back-office support including accounting, budgeting, and compliance reporting along with payroll and retirement reporting services and student data services including SIS, attendance, and state reporting support. We have 25 years of experience providing high quality services in California.

One of CSMC's core values is to improve the client partner experience. One way we commit to doing this is by being responsive and accessible. We can be nimble on how you prefer we communicate with you and your team.

We are accessible from 8 am to 7 pm via email, Teams, phone, and text. With advance planning we can be available on weekends. We want our communication protocols to be tailored to your needs and preferences. As a rule of thumb, you will receive an email response within 24 hours. We will accommodate your Board meeting schedule.

CSMC goes above and beyond our core services with our expertise in *Accountability and Education Program Compliance and Grant Writing Services* (outlined below.) We include your free access to regularly scheduled webinars facilitated by our experts.

As former charter school founders, administrators, and authorizers, we bring a unique and valued perspective that our client partners recognize by helping convey financial compliance and authorizer expectations in a way that best supports the dynamic leadership and Board at each of our client partners.

BUDGETING:

- **Create annual and multi-year budgets including monthly cash flow projections** – At beginning of the Agreement, CSMC works with the Charter School leader to create annual and multi-year budgets in time for submission to the State and authorizer. Annual budgets are strategic documents that capture the operations and direction of the Charter School.
- **Make budget revisions (as needed and upon Charter School request) –**. CSMC can make budget revisions as needed and when the Charter School requests them to reflect changing circumstances (e.g., enrollment or personnel changes, grant awards, etc.) We create customized budget scenarios to inform decision making by school leadership and the Governing Board. CSMC tracks the budget to actuals and can update the budget forecast as requested or appropriate.
- **Updated monthly budget forecasts** – CSMC tracks budget to actuals and updates the budget forecast as appropriate.

FINANCIAL STATEMENTS:

- **Monthly year-to-date financial statements** – CSMC prepares Year to Date (YTD) actual results compared to the budget for board meetings or as requested.
- **Sage Intacct** - Your real time access to the accounting system allows you to drill down to detail, in multiple high value reports commonly used by school leadership and business staff including but not limited to: Statement of Activities; Balance Sheet; Statement of Activities by Restriction/Resource; Budget vs. Actual; Balance Sheet by Location (for multi-location schools.) See samples of these user-friendly reports in the Appendix section.
- CSMC typically closes books monthly within fifteen business days of the following month, provided all supporting documentation has been transmitted to CSMC. If the required supporting documentation has not been provided, CSMC will notify school leadership and may produce monthly financials with the information it has, noting what is not included.

- **Monitors cash position** – CSMC monitors the Charter School's cash position to anticipate possible cash shortfalls.
- **Cash Management –** As needed for cash critical periods, CSMC can provide projected cash balances for up to 30 days and will notify leadership when anticipating potential cash shortages. Available cash is monitored to ensure adequate balances for recurring transactions such as payroll, retirement, rent, insurance, and taxes.
- **Customized financial analysis –** CSMC performs reasonable financial analyses that the Charter School staff or board requests, e.g., providing a comparative analysis of the school's budget relative to industry norms or fulfilling a request for information from the authorizing entity. Upon request, CSMC can also develop financial health analysis so the board and staff can quickly focus on the most important financial issues.
- **Support in resolving financial issues** – CSMC helps the Charter School leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding.

ACCOUNTING:

- **Setup of Charter School's chart of accounts and general ledger** – CSMC sets up and maintains the school's Standardized Account Code Structure (SACS)-compliant chart of accounts.
- **Customized account codes** – CSMC can add customized account codes for unique features of the Charter School program.
- **Restricted funds tracking** – CSMC tracks revenue and expenditures by fund, e.g., tracking by implementation grant funds, expenses, or Title I expenditures. Restricted fund balances, expenses and deadlines are routinely reviewed on standing calls.
- **Assessing Training Needs** – training on CSMC accounting systems and process will begin at the initial stages of onboarding and continue to be provided based on school needs. CSMC will also collaborate with school leadership (as needed) to thoroughly assess existing business operations and compliance reporting processes. CSMC will recommend refinement focused on increasing efficiency, timely exchange of information and sound internal controls.
- **Transaction recording** – CSMC records all transactions in a computerized accounting system that is available for viewing.
- **Journal entries and account maintenance –** CSMC prepares and records journal entries and maintains the general ledger according to accepted accounting standards.
- **Bank reconciliation** – CSMC reconciles primary bank and investment accounts to the general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. CSMC alerts school leadership of any irregularities, unreconciled amounts, or missing documentation.
- **Capitalized Assets** – CSMC records capital assets in the general ledger according to Charter School financial policy and according to Generally Accepted Accounting Standards. CSMC also records depreciation on an annual basis and maintains a schedule of capitalized assets and accumulated depreciation. Charter School is responsible for tagging and conducting inventories for all fixed assets whether capitalized or non-capitalized for internal control purposes and other compliance reporting.
- **Sage Intacct accounting reports** - The Sage Intacct portal allows the Charter School and CSMC to generate financial reports on an as-needed basis. Charter School can generate reports including, but not limited to detailed account activity, including scans of all invoices entered through the accounts payable system; check register activity; summary of the budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by CSMC); revenues; and general ledger. See sample reports in Appendix.
- **LLC Accounting Services (fee for service)**

- Setup Chart of Accounts.
- Bank Reconciliation: Reconcile Bank Accounts and/or Trustee accounts to the General Ledger monthly.
- Maintain General Ledger: Prepare and record entries to the General Ledger according to Generally Accepted Accounting Standards.
- Capitalized Assets: Prepare and maintain Depreciation Schedule, record depreciation entries to the General Ledger per the schedule.
- Bonds entries: Prepare and record Bonds entries per amortization schedule.
- Reconcile Due to/Due from Account with the Charter School.
- Provide reports and support for LLC audit process.
- Fee for service applies. $1000.00 per month. $12000.00 per year.

ACCOUNTS PAYABLE & RECEIVABLE:

- **Revenue verification –** CSMC reviews revenue intake and verifies that the Charter School is receiving accurate amounts of state and federal funds based on its enrollment and other pertinent factors. CSMC reviews revenue intake and verifies through available state Department of Education schedules.
- **Revenue collection for improperly calculated payments** – if the funds received from the state or the county/district do not reflect the proper amounts and there appears to be a calculation error, CSMC will contact the appropriate officials and alert them of the issue. CSMC will use reasonable efforts to negotiate on behalf of the Charter School in disputes with funding agencies over improperly calculated payments.
- **Accounts Payable functions**: CSMC's automated accounts payable system increases visibility and accountability for both the timely generation of invoices by vendors and timely payment by the charter school, in facilitating the review, approval and processing of accounts payable. The streamlined coding process saves time and simplifies research on status of vendors and bills.
  - Vendors submit invoices electronically and directly into the automated AP.
  - Vendors can choose how they receive payment. All payments are issued by the third party and funds are taken via ACH from the school's bank account once invoices are approved for processing, in accordance with board approved fiscal policies and procedures.
  - **Invoice review** - CSMC reviews invoices to assist in the prevention of double payments or double billings on multiple invoices. CSMC alerts Charter School to payment issues with vendors.
  - **Invoice payment support -** CSMC also verifies that funds are available to pay the bill and notifies Charter School if there are not sufficient funds.
  - **Fund verification is only available** if there is online read-only bank access and if all checks are processed through CSMC. Your school's provision of read-only access at the outset of the service agreement is critical.
- **Rush Check and Express Shipping - Fee for Service**
  - CSMC automated accounts payable system and schedule allow sufficient time for processing and paying invoices.
  - A service fee applies to all rush check requests, including any overnight or express shipping charges.
  - Each rush check incurs a fee of $50.00. The charter school is responsible for all overnight and express shipping charges and will be invoiced accordingly.

AUDIT SUPPORT AND GOVERNMENT FINANCIAL REPORTING:

CSMC has developed a strong rapport with multiple audit firms who recognize our responsiveness and timely provision of data required to complete a timely and compliant audit. We are committed

to facilitating the delivery of a clean and timely audit for your school. We project-manage your audit for you, so you don't have to. Whenever possible, we collaborate to establish clear deadlines for a draft and/or final audit report maximizing your Board's time to review, understand and approve the audit prior to the December 15 due date.

- **Audited financial reports** – Subject to timely receipt of information and/or materials from the school and/or the auditor, as applicable, CSMC prepares all financial information for the audit so that the auditor can file reports before state-required deadlines.
- **Project Management** - You can expect us to inform school leadership immediately if we experience unforeseen delays from the audit firm or challenges securing required information from school staff.
- We're always available to attend a meeting or call with the school and audit firm if needed to ensure the best outcome in the audit report process.
- **Preliminary and final budget reports** – CSMC prepares and files the preliminary budget report by July 1st (or earlier if required by the authorizer) based on the board-adopted budget unless Charter School agrees to file reports. CSMC can also prepare a final budget upon request.
- **Interim financial reports** – CSMC prepares and files the two interim financial reports to the county by the December 15 and March 15 (or earlier if required by the authorizer) deadlines.

SB 740 COMPLIANCE

- **SB 740 applications** – CSMC works with the client to submit SB 740 facilities applications and reimbursements on the Charter School's behalf for classroom-based charter schools with eligible facilities costs.
- **SB 740 funding determination form** –. CSMC provides ongoing management and support in meeting the SB-740 Funding Determination targets and funding requirements for all non-classroom-based Charters. CSMC prepares and submits the Funding Determination Application each cycle, supporting the school throughout the entire process to ensure maximum funding.

MONTHLY FINANCIAL REPORTS AND UPDATE

- **Monthly Financials and Board Packet-** To keep the charter school leadership informed so that they can make prudent financial decisions, CSMC's creates a detailed board report for each regularly scheduled board meeting that includes budget to actuals with a written narrative analysis, cash flow projections; Balance Sheet Summary; school's performance against key financial metrics; and Compliance Reporting Look Ahead. We provide you with the option of including additional financial reports in the supplemental section. See a sample Board Report in the Appendix section.
- Typically, CSMC closes each monthly reporting period by the 15th day of the following month, enabling us to provide comprehensive monthly financials shortly after closing.
- CSMC is committed to providing comprehensive and timely financials and will notify school staff and leadership of missing back up or information needed from the school.

BOARD TRAINING; BOARD MEETING SUPPORT, AND PRESENTATION OF MONTHLY FINANCIALS

- **Board Training -** CSMC has experts who regularly provide Board training on various topics including but not limited to: Governance Best Practices; Fiscal Oversight for Governing Boards; Brown Act Compliance; and Roles and Responsibilities of Board and Leadership Team. Members of the CSMC team regularly present at professional conferences and collaborate with authorizing districts and counties to provide professional development and information sessions.

- **Board meeting presentations -** – CSMC participates in board meetings via teleconference and presents financial reports and analysis. If periodic in person attendance is what you prefer, CSMC and the charter school will make appropriate arrangements.

COMPLIANCE & ACCOUNTABILITY

- CSMC can support all required compliance reporting, and we recognize the importance of timeliness and accuracy. On our *Client Partner Standing Call*, CSMC routinely reviews all compliance and submission requirements up to three months in advance of the due date. This facilitates a shared understanding of roles between your school staff and CSMC and task completion timelines, so nothing falls through the cracks.
- **Compliance Calendar** - CSMC provides a compliance calendar with a "Look Ahead" feature that provides an outline for review (of all compliance requirements) with school leadership up to three months in advance of due dates to facilitate planning.
- **Compliance support** - Charter School is solely responsible for complying with legal requirements. CSMC will provide advice and guidance in a non-legal capacity to support Charter School's compliance efforts. Please note that CSMC's guidance does not constitute professional legal services. Since rules, regulations, and interpretations regularly change, Charter Schools should seek independent verification and counsel from their attorneys or other sources to ensure legal compliance.
- **SPED financial reporting** – With input and information from Charter School, CSMC provides required SPED financial reports.
- **Funding compliance** – CSMC makes compliance recommendations regarding funding requirements, implementation grant funding and other restricted funds. Note that funding compliance is especially complex with many requirements the Charter School must satisfy.
- **District and state regulation compliance** – CSMC can problem-solve with the Charter School areas deemed not in compliance with the district or state regulations.

FISCAL POLICIES AND PROCEDURES -DEVELOPMENT AND TRAINING

- CSMC routinely reviews and makes recommendations for improving compliance and increasing efficiencies in your school's fiscal policies and procedures. We can support your best practice of annual review, refinement, and Board approval of your fiscal policies, based on feedback from your auditor, authorizer, leadership, and staff. We also are experienced at providing training for your staff and Board aligned to annual edits and focused on key elements of your policy.

GRANT MANAGEMENT AND SUPPORT

- **Fund accounting** – CSMC tracks restricted revenues and expenses based on information received from the Charter School.
- **Financial reports –** CSMC prepares customized financial reports for grant purposes.
- **Con App** – CSMC assists in the preparation and filing of the Con App parts 1 and 2 for eligible schools.

In addition to the above, CSMC now offers fees for service support with grant research and application development for schools interested in pursuing other specialized grant funds.

AUTHORIZER OVERSIGHT SUPPORT

CSMC's goal is for your school to maintain a good standing and strong rapport with your authorizer. We have decades of experience collaborating with the CDE, County Offices of Education, and Local District authorizers.

- Support with strategy and written responses to your authorizer and review all communications and develop strategic responses.
- Participate in teleconferences/meetings and meet in person with the school and authorizer, as needed. Including on-site visits.

- Review and present highlights and feedback from prior oversight visit to business operations staff, leadership, and Board) culminating in a strategic plan and messaging authorizer.
- Advance review of fiscal preparation guide and all authorizer requests and requirements related to oversight audit. CSMC compiles fiscal documents/folders (and identifies items where school site input is required) so nothing is missed.

VENDORS AND FACILITY FINANCING SUPPORT

- CSMC can provide support with vendor negotiations and reviewing contracts.
- CSMC can assist with facility financing and support lender and underwriter relationships.

SERVICE DELIVERY – CLIENT STANDING CALLS

CSMC utilizes a ***CLIENT STANDING CALL*** routine with most clients.

- This is a pre-set, recurring meeting, set to fit your schedule.
- It gives you direct access to your key CSMC contacts in each service division. One-stop.
- Ensures Responsiveness and Accessibility to Your Client Services and Support Team.
- Your assigned CSMC School Business Manager, Account Manager, and Payroll Tech participate in these calls along with your School Leadership and Business Operations team.
- CSMC can facilitate the development of an advance agenda with you to address your priorities while providing your school team with the evolving information, support, and training it needs.
- Each CSMC service division contributes to this agenda to keep everyone ahead of upcoming deadlines and keep your team coordinated with ours.
- CSMC follows up with a written summary of your agreed-upon action steps and delegated tasks for our team and yours.

CSMC routinely includes these important topics on these calls:

- Review of All Compliance Due Dates. Calendar Look Ahead that integrates into Board meeting planning.
- Restricted funds spending; and tracking. Coding of invoices.
- LCAP coding; spending; and tracking
- Outstanding payroll items
- Outstanding retirement items

CSMC's strategic onboarding and transition plan will include a schedule of these meetings. For most new client partners, these meetings occur weekly and then transition to bi-weekly or monthly.

This time is solely for **your school, and your team**, to collaborate with your entire CSMC Client Services and Support Team!

ROLES & RESPONSIBILITIES - BACK-OFFICE

Clarity on certain roles and responsibilities between CSMC and Charter School will help ensure high-quality, timely business services.

Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities - Back Office

CSMC	American Indian Model Schools
Timely and accurate check payments Payment of invoices according to Charter School's approval policies Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors. Payment systems linked to financial statements and creating analyses for informed managerial decision-making. Bank account reconciliations. Invoice/payment research. Advising clients on outstanding checks to ensure adequate cash	Submission of Payment and Deposit Information Weekly submission to CSMC of invoices, reimbursement requests, deposits, and other expenditures using CSMC forms and processes. Coding all expenses and non-state funding deposits using CSMC forms and processes and codes from the most recent budget. Banking: Monitoring and maintaining adequate bank account balances to meet expense obligations Provide online read-only access to the bank account

Accounting Deadlines and Calendars referenced above shall be provided separately by CSMC.

SCOPE OF SERVICES: STUDENT DATA AND INFORMATION SYSTEM SUPPORT

PLEASE REFER TO ADDENDUM. THE ADDENDUM ATTACHED DOES IMPACT THIS SCOPE OF SERVICE.

Student Information System (SIS) Management:

Implementation and Maintenance: CSMC specializes in the full spectrum of Student Information Systems (SIS) services, from initial setup and configuration to ongoing maintenance, ensuring the system is tailored to meet the unique operational and educational needs of each client partner.
Training: To maximize the effectiveness of your SIS, CSMC offers detailed training sessions for both administrative and teaching staff, covering critical functionalities like report card management, grading, and scheduling. These sessions are designed to enhance user confidence and proficiency with the system.

- **SIS Platform Expertise:**
  CSMC works with a variety of industry-leading SIS platforms, including **PowerSchool, Aeries, School Pathways, Synergy,** and other similar systems. Our team is experienced in optimizing these platforms to support school operations, compliance reporting, and data management needs.

Attendance Reporting Support:

- **Comprehensive Reporting Assistance**: CSMC provides end-to-end support for all state and local attendance reporting requirements, such as P-1, P-2, and Annual attendance reports, ensuring institutions meet all regulatory compliance mandates efficiently.

- **Data Verification and Audit Support**: Our team offers thorough assistance in verifying attendance data for accuracy, conducting mock audits, and resolving any discrepancies. This proactive approach is aimed at maintaining the integrity of attendance records and ensuring compliance with state and local regulations.

CALPADS Reporting and Support:

- **Submission Management**: CSMC manages every aspect of CALPADS reporting, encompassing the preparation, submission, and necessary amendments of reports to satisfy state deadlines and requirements effectively.
- **Error Resolution and Compliance**: We offer dedicated support in resolving enrollment conflicts and fatal errors, guaranteeing precise CALPADS data submissions. CSMC provides proactive updates and
guidance on adapting to CALPADS mandates and changes, ensuring our client-partners are always in compliance.
- **Ongoing Maintenance**: CSMC conducts bi-weekly uploads of student enrollment files and student information files, ensuring the continual accuracy and timeliness of CALPADS reporting data.

Help Desk Support System:

- **Efficient Ticket Submission and Resolution**: CSMC operates a structured desk system, allowing for the efficient submission and tracking of support requests pertaining to SIS, attendance, and CALPADS issues. We are committed to promptly addressing and resolving tickets within 48 hours.
- **Urgent Support and Communication**: CSMC has established procedures for the escalation and swift resolution of urgent matters. We maintain continuous communication through our help desk system, providing timely updates and gathering necessary information to facilitate quick resolutions.
- **Service Delivery Commitment**: Charter School Management Corporation (CSMC) is dedicated to delivering these services with unmatched professionalism and expertise. Our team is committed to ensuring that your institution's student data management needs are met with the utmost accuracy, efficiency, and compliance. This service agreement underscores CSMC's pledge to offer comprehensive support across your student data systems, including specialized assistance for SIS, meticulous attendance reporting, CALPADS management, and a responsive help desk support system.
- **Client Responsibilities**: **Maintenance and Accuracy of Student Data**: The client partner is responsible for the continuous collection, entry, and upkeep of student data within the designated Student Information System (SIS). This encompasses ensuring both the accuracy and completeness of student data, which is fundamental for the integrity of state reporting, compliance efforts, and maintaining data in a state ready for reporting in line with regulatory requirements. The Client acknowledges the significance of this responsibility in supporting the integrity of compliance and reporting processes. Collaboration for Compliance and Reporting: CSMC commits to providing essential guidance and support regarding compliance and reporting standards. While CSMC will assist in ensuring the Client's understanding and implementation of these requirements, the primary responsibility for the Maintenance and accuracy of the data within the SIS.

SCOPE OF SERVICES: RETIREMENT REPORTING SERVICES

Retirement Reporting Support

- **STRS/PERS and Other Retirement Plan Administration** – The Charter School is responsible for administration forms and notices tied to enrollments, leaves of absence, and

terminations, and any fees from outside parties including late fees and interest levied by PERS.

- CSMC retirement team will help the Charter School make appropriate deductions for PERS based on information provided by the Charter School. Some counties charge separately for this mandated service.
- CSMC will process the Charter Schools monthly retirement reporting and submit directly to retirement agency
- CSMC retirement team will work with the Charter School and PERS contacts on specific reporting and submission requirements and server specific desktop applications when applicable.
- The CSMC retirement team can assist the Charter School in setting up notifications, for required notices to ensure they are current on rules and regulations.
- CSMC retirement team will assist with retirement questions and resolutions with the Charter School. When applicable, work with PERS and Charter School for clarification(s).
- CSMC clients have discovered that corrections are needed to retirement reporting /PERS) that was completed before hiring CSMC as their back-office service provider. Often these required prior corrections may not be recognized or identified by clients, their employees, or the agencies involved until a time after the clients have contracted with CSMC. Resolution of these issues can often take months, including penalties and interest due to how retirement agencies process and audit correcting reports. CSMC recognizes the importance of ensuring accurate retirement reporting for all your employees. CSMC has the expertise and experience to support our clients with resolving these issues, however, depending on the time and effort required, CSMC's retirement team support may require a fee for this service arrangement.

SCOPE OF SERVICES: ACCOUNTABILITY AND EDUCATION PROGRAM COMPLIANCE AND GRANT WRITING SERVICES

(AVAILABLE UPON REQUEST – FEE FOR SERVICES)

✓ Accountability Plans ✓ Charter Renewal ✓ Compliance ✓ Educational Partner Engagement
✓ Executive Coaching ✓ Governance ✓ Instructional Leadership
✓ State & Federal Education Programs ✓ Grant Research ✓ Writing, and Support

CSMC has the expertise and experience to provide additional support in these accountability and educational program compliance areas.

- CSMC's **webinars** are open to all charter school partners free of charge and will be filled with the most current information regarding topics ranging from compliance to strategic planning for accountability plans and charter renewal. More intensive workshops are offered for a fee.
- **CA Data Analysis for Instructional Improvement (State & Federal Accountability)**
  Based on available state data including the CA Dashboard and CAASPP, serve as a partner for instructional improvement to meet the needs of various student groups appearing on the Dashboard. If a school has been identified for Differentiated Assistance (DA) and/or ESSA accountability, the school is required to develop a plan for improvement in student outcomes.
- **Educational Partner Engagement & Governance**
  Transparency in charter school governance has been a particular focus of authorizers and organized labor in criticizing charter schools. The Consulting Services team provides a variety of support services for schools needing to develop a coherent plan for consistent

student/parent/community engagement for input in the LCAP as well as other LEA, SEA, and Federal plans.

- **LCAP**
  The three-year plan aligned to CA's Eight State Priorities has become crucial to how the charter school sets its accountability standards for growth over the term of the LCAP. Ideally, the Consulting Services team works with a school to develop the initial plan to ensure all required metrics meet the State requirements, as well as assisting in the development of responses to the varied prompts in the state template. Note: there are three different levels of support offered to align to your needs.
  LCAP Federal Addendum The federal addendum is a one-time requirement, last completed in June 2019 to account for the use of federal title funds in a manner that supplements state and local funds for the educational program.
- **Charter Renewal**
  Support for the charter school leadership in developing the charter renewal petition for submission to the authorizer. Members of the Consulting Services team are uniquely positioned for this work based on experiences with a variety of authorizers throughout the State of California. Additionally, the team maintains relationships with charter advocacy groups and the CDE to ensure a charter school considers political and strategic issues. Note: there are three different levels of support offered to align to your needs.
- **State/Federal Programs Compliance for FPM**
  FPM is a program review and the use of federal Title funds for specialized instructional programs targeted to the neediest students. Note: there are three different levels of support offered to align to your needs.
- **Board Training**
  CSMC are experts in providing high quality board training on multiple topics. Governing Best Practices; Brown Act Compliance; Board Roles and Responsibilities; Fiscal Management and Oversight are a few recurring topics.

QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL

PROFILES AND QUALIFICATIONS OF KEY PERSONNEL

Miles Denniston

VICE PRESIDENT OF KNOWLEDGE MANAGEMENT

Miles Denniston is Vice President of Charter Schools Management Corporation and assists the company with its marketing, strategy and sales efforts. Previously, Denniston worked with the Charter Schools Development Center providing in-depth consulting to individuals and groups seeking to found a charter school.

Denniston also was the Managing Director and founding team member of Oakland School for the Arts, a charter high school dedicated to the arts in downtown Oakland that successfully opened in September 2002. Additionally, he founded the San Francisco-based nonprofit Youth for Environmental Service (YES), eventually expanding the program to Seattle and Los Angeles. For his work with YES, Denniston was awarded a national "Environmental Hero" award presented by then-Vice President Al Gore.

Denniston also has worked in the White House. He earned academic honors while receiving his MBA from Harvard Business School and his BA from Pomona College.

Tom Nichols

EXECUTIVE VICE PRESIDENT OF CLIENT PARTNERSHIPS

Tom Nichols currently serves as Executive Vice President of Client Partnerships after overseeing Operations and Client Services at CSMC (Charter School Management Company.) In his current role, Tom focuses on improving client partner experiences through coordinating innovative service delivery options aligned to our client partners' strategic development growth and development goals.

Tom regularly engages with school leaders and participates in client board meetings, providing training on best practices in governance, fiscal policies and procedures, and developing prudent response strategies to authorizer scrutiny and feedback.

Tom brings charter authorizer perspective, having served in LAUSD's Charter Schools Division for six years– coordinating and managing oversight of over 120 charter schools. He was also responsible for developing comprehensive authorization recommendations for new and renewing charter schools after assessing the organizational capacity of new schools and the strategic planning and responsiveness to authorizer and auditor feedback for operating schools. Tom understands complex compliance requirements, dynamic authorizer expectations and the nuance of maintaining effective relationships with authorizers.

In addition to serving as a start-up (and co-located) charter high school principal, Tom taught for seven years and earned a Resource Specialist credential. Tom has held numerous administrative positions in operations management related to school improvement initiatives; restructuring schools; co-locating charter schools on newly constructed district facilities; student discipline; and crisis management.

Tom holds an undergraduate degree in Economics from UCLA and earned a master's degree in School Administration and an Administrative Services credential.

Aaron Guibord

VICE PRESIDENT OF COMPLIANCE AND OPERATIONS

Aaron Guibord is a seasoned consultant and Certified Public Accountant (CPA) with extensive experience working alongside charter schools across California, Nevada, and Tennessee since 2019. With a strong background as a former auditor, Aaron leverages

financial expertise to support charter schools in navigating complex fiscal challenges and regulatory requirements.

Specializing in areas such as cash flow projections, financial planning, federal/state/local grant applications and reporting, he helps client partners optimize their financial strategies and operations. Additionally, Aaron provides board member training, reviews and amends fiscal policies and procedures, and offers strategic guidance during charter renewals.

A trusted advisor, Aaron, also assists in financial presentations to school boards, oversees audits, ensures compliance with authorizer requirements, and represents clients in discussions with authorizers on key issues and inquiries. Through these services, Aaron has become a valuable resource to charter schools seeking to enhance their financial sustainability and governance practices.

Kristin Nowak

EXECUTIVE VICE PRESIDENT OF OPERATIONS

Kristin Nowak is an experienced consultant and former charter school leader with extensive experience working alongside charter schools across California, Colorado, Nevada, and Tennessee since 2014. With a strong background as a former charter leader, educator, and administrator as well as a management consultant, Kristin leverages financial expertise to support charter schools in navigating complex fiscal challenges and regulatory requirements.

Specializing in areas such as cash flow projections, financial planning, federal/state/local grant applications, strategic planning, and reporting, she helps client partners optimize their financial strategies and operations. Additionally, Kristin provides board member training, reviews and amends fiscal policies and procedures, and offers strategic guidance during charter renewals.

A trusted advisor, Kristin also assists in financial presentations to school boards, oversees audits, ensures compliance with authorizer requirements, and represents clients in discussions with authorizers on key issues and inquiries. Through these services, Kristin has become a valuable resource to charter schools seeking to enhance their financial sustainability and governance practices.

As the Executive Vice President of Operations at Charter School Management Corporation (CSMC), Kristin helps drive the direction of all operational areas of CSMC, a charter school back-office service provider. Kristin holds a BS in Business Administration/Finance from the University of Southern California (USC), as well as an MA in Education from USC's Rossier School of Education. She received her Administrator's Certification through Johns Hopkins graduate certificate program and has also completed graduate level work at Harvard's HGSE.

Kristin's education, background, and work experience combine to make her uniquely qualified to be a leader in the charter school finance space.

TECHNOLOGICAL RESOURCES

Sage Intacct Accounting Software: CSMC uses Sage Intacct, state-of-the-art accounting software and financial portal which operates in real time.

Your 24/7 access to the accounting system allows you to drill down into detail in multiple high value reports commonly used by school leadership and business staff including but not limited to: Statement of Activities; Balance Sheet; Statement of Activities by Restriction/Resource; Budget vs.

Actual; Balance Sheet by Location (for multi-location schools). As soon as an accounting entry is posted, it is available in reports. You will always have full access to financial reports and can run/export reports and drill down into detail. Our automated accounts payable systems enable you to research status on vendors and paid bills.

Automated Accounts Payable: CSMC's has collaborated with *Edstruments* to automate all accounts payable and procurement processes. Our system facilitates the review, approval, and processing of accounts payable and streamlines the coding system. Our automated system provides high visibility and increased accountability for both the timely generation of invoices by vendors and timely payment by the charter school. Vendors submit invoices electronically and directly into the automated AP system via email.

- Vendors can choose how they receive payment. All payments are issued by the third party and funds are withdrawn via ACH from the school's bank account once invoices are approved for processing, in accordance with board approved fiscal policies and procedures.

Compliance Calendar: CSMC provides a CV (Charter Vision) compliance calendar with a "Look Ahead" feature that provides an outline for review (of all compliance requirements) with school leadership up to three months in advance of due dates to facilitate planning. This resource is integrated into our Board report and allows for customization.

Monday.com: CSMC uses this user-friendly platform for sharing essential information and files between your school and our team, beginning with the onboarding and transition process. It creates efficiencies by eliminating the need for multiple phone calls and email exchanges.

Teleconferencing – CSMC routinely uses Microsoft Teams to facilitate your Standing Calls and create a more intimate setting for collaboration.

PRICING SHEET

American Indian Model Schools

171 12th Street, Oakland, CA

SERVICES INCLUDED
Back Office Services; Student Data Support Services; Retirement Reporting Services

TERM	START DATE	END DATE	TOTAL
Term 1	September 1, 2025	November 30, 2025	$86,250 for 3 month bridge term

the amount above aligns to an annual contracted services price of $345,000.00

CSMC "Bridge" Contract Proposal for American Indian Model Schools

ADDENDUM

Back-Office Services - Additional information:

The revised, proposed pricing is $345,000.00 per year. In 2024-25 AIMS was invoiced approximately $370,000.00. This represents a 7% price reduction from the previous year..

This includes services and support for three schools, their elementary school; middle school; and high school. Not solely for the elementary school now authorized by ACOE.

When you divide the contract price proportionately by current student enrollment at the three different schools, you see the following:

School/Campus	Enrollment	% of total (3 school) enrollment	proportionate contract $$
ES	571	51%	$177,310.00
MS	185	17%	$ 57,450.00
HS	355	32%	$110,240.00

The current services contract is still valid, however AIMS leadership has requested a temporary "bridge" contract signed/executed by both parties for ACOE's review.

Student Data Services - Additional information:

In addition to the full services student data support with CalPads, SIS and Attendance Reporting, AIMS is considering having CSMC provide additional oversight/management/monitoring of key data processes and reporting- all encompased in the ACOE MOU. CSMC will be presenting a project action plan with AIMS leadership and Governing Board at the August Board meeting.

APPENDIX

SAMPLE BOARD REPORT

CSMC

Financials through Dec 31, 2024

Monthly Financial Board Report

Prepared for: SAMPLE Charter Academy

Prepared by School's CSMC SBM - Aaron Guibord

Financial Summary

Actual to Budget:

This report is as of Dec 31, 2024, compared against our board-approved budget from September 2024, based on 850 students enrolled and 803.30 ADA.

YTD Revenues through **Dec 31, 2024,** are **$7,417,857** or **0.7% ($49,968.55) under** our current budget.

- **LCFF revenues** are under budget by $888k due to a timing variance in receiving December funds. I expect this variance to be trued up by the end of the year.
- **Federal revenues** are trending under budget by about $77k due to being two months behind in receiving **nutrition reimbursement** funds. Through the close of December, only funds through October have been received.
- **State revenues** are trending higher due to recognizing more ELOP funds at present than our budget model accounts for. I expect for the variance to shrink by the end of the year and for actuals to be more in-line with budget.

YTD Expenses through **Dec 31, 2024,** are **$9,682,558** or **9.6% ($850,983.70) over** our current budget.

- **Payroll related expenses** are ahead of spending pace through December. The biggest variance comes from overspend in classified salaries being $138k ahead of budgeted spending pace, as well as substitute expense being $136k ahead of budgeted spending pace. We will be amending the budgeted figures at the upcoming 2nd interim revisions.
- **4000s level expenses (materials & supplies)** are overspent by $89k due to the school purchasing curriculum & materials heavily at the beginning of the year. However, when compared to previous years, spending pace is trending higher, and some categories have already eclipsed their total annual budget. We will amend these figures at 2nd interim.
- **5000s level expenses (other services)** are currently trending ahead of budget by $374k or 28.0%. The biggest drivers are overspending in Educational consultants ($229k over budgeted pace) and Professional/Consulting Services ($65k ahead of budgeted pace). There are other categories that have already eclipsed their annual budgeted amounts such as Advertising & Fundraising Expense - which we will amend at the upcoming 2nd interim revision.

Therefore, net deficit is **($2,861,705).**

Balance Sheet:

As of Dec 31, 2024, we had total cash of $5,573,617, short-term liabilities of $4,540,429, and long-term liabilities of $2,238,278. The ending fund balance is $4,185,094.

Report created on 1/17/2025 1:32:39 PM for SAMPLE Charter Academy

CSMC

Understanding the Financial Health of the Organization

The chart below explains some of the parameters that the school's leadership can evaluate to understand their financial health, and potential areas of weakness.

Cash Ratio

Ability to meet short-term obligations with cash

Current:	Target:
122.8 %	> 60.0 %

Formula:
(Cash) / (Current Liabilities)

Defensive Interval

Months of continued operation without incoming funds

Current:	Target:
4.6	> 3 months

Formula:
(Cash + Securities + AR)/(Average Expenses for Past 12 Months)

Current Ratio (Liquidity)

Ability to pay short-term obligations

Current:	Target:
1.3	> 1.0

Formula:
(Current Assets) / (Current Liabilities)

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Actual to Budget Summary

FY 2024-2025, July - December

	July - Last Closed			2024-2025		
Account Description	Actual	Budget	Variance $	Total Budget	Actual to Total Budget %	Remaining Budget
LCFF Revenue	$4,577,538	$5,466,035	($888,497)	$12,106,139	37.8 %	$7,528,601
Federal Revenue	$477,645	$554,805	($77,160)	$1,477,658	32.3 %	$1,000,013
State Revenue	$1,724,693	$1,303,918	$420,776	$3,831,125	45.0 %	$2,106,431
Local Revenue	$637,981	$142,797	$495,183	$350,725	181.9 %	($287,255)
Total Revenue	$7,417,857	$7,467,555	($49,699)	$17,765,647	41.8 %	$10,347,790
Benefits	$2,124,820	$1,975,538	($149,282)	$3,932,247	54.0 %	$1,807,427
Classified Salaries	$1,717,408	$1,579,269	($138,140)	$3,246,796	52.9 %	$1,529,388
Certificated Salaries	$3,336,516	$3,224,976	($111,540)	$6,140,987	54.3 %	$2,804,471
Total Personnel Expenses	$7,178,744	$6,779,783	($398,962)	$13,320,030	53.9 %	$6,141,286
Other Outgo	$90,600	$95,659	$5,059	$190,223	47.6 %	$99,622
Capital Outlay	-	$6,000	$6,000	$15,000	0.0 %	$15,000
Services	$1,713,037	$1,338,674	($374,362)	$2,665,164	64.3 %	$952,127
Books and Supplies	$700,177	$611,458	($88,718)	$1,109,898	63.1 %	$409,721
Total Operational Expenses	$2,503,814	$2,051,791	($452,022)	$3,980,284	62.9 %	$1,476,471
Total Expenses	$9,682,558	$8,831,574	($850,984)	$17,300,314	56.0 %	$7,617,756
Net Income	($2,264,701)	($1,364,019)	($900,682)	$465,333	-487.0 %	$2,730,034

Revenue
$7,417,857

Expenses
$9,682,558

Surplus / (Deficit)
($2,264,701)

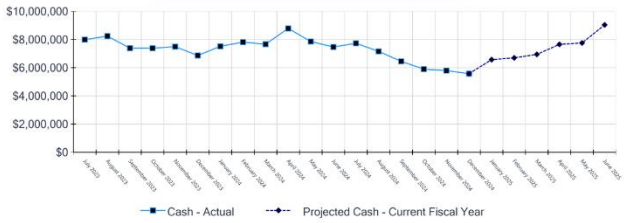
This report displays all actual and budgeted revenue and expenditures by object code series and by month. This report can be useful in revenue in a timely manner and that you stay within board approved expenditure levels.

Report created on 1/17/2025 1:32:39 PM for SAMPLE Charter Academy

CSMC "Bridge" Contract Proposal for American Indian Model Schools

Monthly Cash Balance Over Time

Current fiscal year and prior year



	Cash Amount	Actual or Projected
July 2023	$7,989,074.41	Actual
August 2023	$8,240,643.03	Actual
September 2023	$7,385,101.56	Actual
October 2023	$7,380,946.37	Actual
November 2023	$7,491,568.41	Actual
December 2023	$6,863,680.78	Actual
January 2024	$7,517,355.29	Actual
February 2024	$7,812,907.66	Actual
March 2024	$7,666,070.48	Actual
April 2024	$8,785,562.83	Actual
May 2024	$7,856,526.35	Actual
June 2024	$7,468,456.74	Actual

	Cash Amount	Actual or Projected
July 2024	$7,730,208.47	Actual
August 2024	$7,158,027.35	Actual
September 2024	$6,448,189.32	Actual
October 2024	$5,896,245.44	Actual
November 2024	$5,794,171.05	Actual
December 2024	$5,573,616.98	Actual
January 2025	$6,569,341.86	Projected
February 2025	$6,695,993.73	Projected
March 2025	$6,944,117.08	Projected
April 2025	$7,653,805.47	Projected
May 2025	$7,756,156.05	Projected
June 2025	$9,035,799.63	Projected

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Balance Sheet Summary FY 2024-2025 - December

Assets	
Current Assets	
Accounts Receivable	$151,922
Cash and Cash Equivalents	$5,573,617
Prepaid Expenses	$111,543
Total Current Assets	**$5,837,081**
Fixed Assets	
Accumulated Depreciation	($320,674)
Fixed Assets	$1,677,085
Long Term Investment	$2,298,653
Total Fixed Assets	**$3,655,064**
Other Assets	
Other Assets	$1,471,655
Total Other Assets	**$1,471,655**
Total Assets	**$10,963,801**

Liabilities and Net Assets	
Short-term Liabilities	
Accounts Payable	$202,974
Accrued Liabilities	$295,424
Other Short Term Liability	$4,042,030
Total Short-term Liabilities	**$4,540,429**
Long-term Liabilities	
Other Liabilities	$2,238,278
Total Long-term Liabilities	**$2,238,278**
Total Liabilities	**$6,778,707**
Total Unrestricted Net Assets	$5,624,081
Total Restricted Net Assets	$1,422,718
Total Net Increase/(Decrease) in Net Assets	($2,861,705)
Total Net Assets	**$4,185,094**
Total Liabilities and Net Assets	**$10,963,801**

Liquidity Ratio

1.3

The balance sheet displays all of the school's assets and the school's obligations ('liabilities') at a particular point in time. It is a useful way to ensure the school has enough money to pay off its debts.

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CSMC "Bridge" Contract Proposal for American Indian Model Schools

Looking Ahead

AREA	DUE DATE	COMPLIANCE ITEM	COMPLETED BY	BOARD MUST APPROVED	ADDITIONAL INFORMATION
Webinars	4/30/2025	CSMC Webinar -	School	No	https://us06web.zoom.us/webinar/register/WN_3jxjll1XTX2T7gdlqL0fng
Finance	4/30/2025	ASES attendance and expenditure reports - Reporting due dates for After School Education and Safety (ASES) Programs. The due date may vary depending upon an LEA's District/County	CSMC with School Support	No	https://www.cde.ca.gov/ls/ex/asesduedates.asp
Finance	4/30/2025	Federal Cash Management Data Collection (CMDC) - A web-based data collection application for LEAs to report federal cash management data for federal programs under the Every Student Succeeds Act (ESSA)	CSMC	No	https://www.cde.ca.gov/fg/aa/cm/
Payroll	4/30/2025	1st Quarter Payroll Tax filing due -	Payroll Vendor	No	
Finance	4/30/2025	El Dorado special education ADA report -	CSMC	No	https://www.cde.ca.gov/sp/se/as/fy23-24exprptinst.asp
Student Data	5/1/2025	2024–25 P-2 Attendance Data - P-2 Submission Under Principal Apportionment The P-2 (Second Principal Apportionment) submission is a key reporting period for Local Educational Agencies (LEAs) to update Average Daily Attendance (ADA) and other funding-related data. It includes attendance from the first day of school through the final reporting month that ends on or before April 15. The due date for P-2 varies for each LEA, as it must be submitted between the end of March and the beginning of May, depending on district, county, or State Board of Education (SBE) deadlines. P-2 serves as the final major attendance report before the Annual Apportionment and determines state funding allocations under the Local Control Funding Formula (LCFF) and other categorical programs. Accurate and timely reporting ensures LEAs receive appropriate funding based on student attendance and enrollment data.	CSMC with School Support	No	
Finance	5/1/2025	Special education low incidence reimbursement; timing and steps vary by SELPA - Due date may vary depending on an LEA's SELPA: Low Incidence (LI) disabilities are defined in California Education Code as a severe condition with an expected incidence rate of less than one percent of the total statewide enrollment. LEAs with LI students may apply for reimbursement for some related materials, equipment, and services.	CSMC	No	https://www.cde.ca.gov/fg/fo/profile.asp?id=2299

SAMPLE MONTHLY FINANCIAL STATEMENTS

Charter School
Statement of Activities - Actual vs Budget
Reporting Book: ACCRUAL
As of Date: 03/31/2024
Location: Charter School

	07/01/2023 Through 03/31/2024 Actual	07/01/2023 Through 03/31/2024 1st Interim Budget	Period Ending 03/31/2024 Actual minus budget	% Variance	Year Ending 06/30/2024 1st Interim Budget	Remaining Budget Summary
Net Increase/(Decrease) in Net Assets						
Total Revenue						
LCFF Revenue	3,962,109.00	3,942,871.25	19237.75 ↑	0.5 %	5,673,480.38	1,711,371.38
Federal Revenue	188,661.30	464,992.75	(276331.45) ↓	(59.4) %	1,692,916.00	1,504,254.70
State Revenue	984,123.35	773,275.85	210847.50 ↑	27.3 %	1,542,505.30	558,381.95
Local Revenue	45,870.92	7,788.13	38082.79 ↑	489.0 %	7,787.98	(38,082.94)
Total Revenue	5,180,764.57	5,188,927.98	(8163.41) ↓	(0.2) %	8,916,689.66	3,735,925.09
Total Expenses						
Salaries and Benefits						
Certificated Salaries	2,550,480.12	2,503,436.09	(47044.03) ↓	(1.9) %	3,388,864.99	838,384.87
Classified Salaries	1,301,324.73	1,310,529.79	9205.06 ↑	0.7 %	1,746,748.70	445,423.97
Benefits	995,817.02	968,369.81	(27447.21) ↓	(2.8) %	1,280,831.39	285,014.37
Total Salaries and Benefits	4,847,621.87	4,782,335.69	(65286.18) ↓	(1.4) %	6,416,445.08	1,568,823.21
Operational Expenses						
Books and Supplies	488,201.39	487,160.59	(1040.80) ↓	(0.2) %	608,195.35	119,993.96
Services	1,566,527.46	1,395,871.23	(170656.23) ↓	(12.2) %	1,846,599.76	280,072.30
Capital Outlay	59,550.03	61,007.78	1457.75 ↑	2.4 %	82,500.02	22,949.99
Total Operational Expenses	2,114,278.88	1,944,039.60	(170239.28) ↓	(8.8) %	2,537,295.13	423,016.25
Total Expenses	6,961,900.75	6,726,375.29	(235525.46) ↓	(3.5) %	8,953,740.21	1,991,839.46
Total Net Increase/(Decrease) in Net Assets	**(1,781,136.18)**	**(1,537,447.31)**	**(243688.87)** ↓	**15.9 %**	**(37,050.55)**	**1,744,085.63**

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CSMC "Bridge" Contract Proposal for American Indian Model Schools

CSMC

Charter School		
Statement of Activities		CSMC
Reporting Book:	ACCRUAL	
As of Date:	03/31/2024	
Location:	Charter School	

	Charter School Year To Date 03/31/2024 Actual	*LLC Year To Date 03/31/2024 Actual*	*Charter School - (All) Year To Date 03/31/2024 Actual*
LCFF Revenue			
801100 - LCFF Revenues	1,335,479.00	0.00	1,335,479.00
801200 - Education Protection Account Revenue	61,950.00	0.00	61,950.00
809600 - Charter Schools Funding In-Lieu of Property Taxes	2,564,680.00	0.00	2,564,680.00
Total LCFF Revenue	**3,962,109.00**	**0.00**	**3,962,109.00**
Federal Revenue			
829000 - All Other Federal Revenue	65,003.11	0.00	65,003.11
829100 - Title I Federal Revenue	97,675.00	0.00	97,675.00
829200 - Title II	4,831.00	0.00	4,831.00
829300 - Title III Federal Revenue	6,646.19	0.00	6,646.19
829900 - Prior Year Federal Income	14,506.00	0.00	14,506.00
Total Federal Revenue	**188,661.30**	**0.00**	**188,661.30**
State Revenue			
855000 - Mandated Block Grant	10,893.00	0.00	10,893.00
856000 - State Lottery Revenue	77,263.02	0.00	77,263.02
859000 - All Other State Revenues	643,133.00	0.00	643,133.00
859900 - Prior Year State Income	(20,034.67)	0.00	(20,034.67)
879200 - SPED State/Other Transfers of Apportionments from County	272,869.00	0.00	272,869.00
Total State Revenue	**984,123.35**	**0.00**	**984,123.35**
Local Revenue			
863900 - Student Lunch revenue	0.00	192,203.50	192,203.50
866000 - Interest Income	30,513.71	0.00	30,513.71
868500 - School Site fundraising	10,628.60	0.00	10,628.60
869900 - All Other Local Revenue	4,728.61	0.00	4,728.61
Total Local Revenue	**45,870.92**	**192,203.50**	**238,074.42**
Total Revenue	**5,180,764.57**	**192,203.50**	**5,372,968.07**
Certificated Salaries			
110000 - Teachers' Salaries	2,005,833.19	0.00	2,005,833.19
112000 - Substitute Expense	70,806.03	0.00	70,806.03
120000 - Certificated Pupil Support Salaries	173,045.46	0.00	173,045.46
130000 - Certificated Supervisor and Administrator Salaries	300,795.44	0.00	300,795.44
Total Certificated Salaries	**2,550,480.12**	**0.00**	**2,550,480.12**
Classified Salaries			
210000 - Instructional Aide Salaries	621,262.98	0.00	621,262.98
220000 - Classified Support Salaries (Maintenance, Food)	149,802.62	0.00	149,802.62
230000 - Classified Supervisor and Administrator Salaries	19,518.98	0.00	19,518.98
240000 - Clerical, Technical, and Office Staff Salaries	367,142.83	0.00	367,142.83
290000 - Other Classified Salaries (Noon and Yard Sup, etc.)	143,597.32	0.00	143,597.32
Total Classified Salaries	**1,301,324.73**	**0.00**	**1,301,324.73**
Benefits			
310100 - State Teachers' Retirement System, certificated positions	467,992.58	0.00	467,992.58
310200 - Employer STRS Classified	795.52	0.00	795.52
330100 - OASDI/Medicare Certificated, Unrestricted	38,561.68	0.00	38,561.68
330200 - OASDI/Medicare Classified	98,892.46	0.00	98,892.46
340100 - Health & Welfare Benefits, Certificated	178,190.81	0.00	178,190.81
340200 - Health & Welfare Benefits Classified	86,006.57	0.00	86,006.57
340400 - USE 3403 Unallocated Health Benefits	28,257.71	0.00	28,257.71
350100 - State Unemployment Insurance Certificated	10,103.36	0.00	10,103.36
350200 - State Unemployment Insurance Classified	9,048.21	0.00	9,048.21
360100 - Worker Compensation Insurance	52,011.80	0.00	52,011.80
360200 - Worker Compensation Insurance	25,956.32	0.00	25,956.32
Total Benefits	**995,817.02**	**0.00**	**995,817.02**
Total Salaries and Benefits	**4,847,621.87**	**0.00**	**4,847,621.87**
Books and Supplies			
410000 - Approved Textbooks and Core Curriculum	183,062.85	0.00	183,062.85
420000 - Books and Other Reference Materials	3,150.55	0.00	3,150.55
430000 - Materials and Supplies	152,614.64	0.00	152,614.64
431500 - Classroom Materials and Supplies	43,246.70	0.00	43,246.70
434200 - Materials for School Sponsored Athletics	385.00	0.00	385.00
438100 - Materials for Plant Maintenance	17,958.03	0.00	17,958.03
440000 - Noncapitalized Equipment	20,079.10	0.00	20,079.10
441000 - Software and Software Licensing	67,704.52	0.00	67,704.52
Total Books and Supplies	**488,201.39**	**0.00**	**488,201.39**
Services			
520000 - Travel and Conferences	1,923.80	0.00	1,923.80
521000 - Training and Development Expense	20,430.50	0.00	20,430.50
530000 - Dues and Memberships	10,920.00	0.00	10,920.00
540000 - Insurance	30,506.86	0.00	30,506.86
550000 - Operation and Housekeeping Services	95,460.30	0.00	95,460.30
550100 - Utilities	90,315.01	0.00	90,315.01
560000 - Space Rental/Leases Expense	150,899.44	0.00	150,899.44
560100 - Building Maintenance	25,022.63	0.00	25,022.63
560200 - Other Space Rental	200.92	0.00	200.92
560500 - Equipment Rental/Lease Expense	23,851.68	0.00	23,851.68
561000 - Equipment Repair	9,565.18	0.00	9,565.18
580000 - Professional/Consulting Services and Operating Expenditur	60,148.28	0.00	60,148.28
580300 - Banking and Payroll Service Fees	17,200.65	27.00	17,227.65
580500 - Legal Services	44,755.40	0.00	44,755.40
580600 - Audit Services	8,550.00	0.00	8,550.00
580700 - Legal Settlements	12,833.37	0.00	12,833.37
581000 - Educational Consultants	370,782.06	0.00	370,782.06
581100 - Student Transportation	38,450.36	0.00	38,450.36
581500 - Advertising/Recruiting	3,949.83	0.00	3,949.83
583000 - Field Trip Expenses	77,141.33	0.00	77,141.33
583600 - Transportation Services	24,466.00	0.00	24,466.00
584200 - Services Student Athletics	30,603.00	0.00	30,603.00
587300 - Financial Services	109,433.30	0.00	109,433.30
587400 - Personnel Services	109.00	0.00	109.00
587500 - District Oversight Fee	55,758.76	0.00	55,758.76
587700 - IT Services	98,376.95	0.00	98,376.95
589000 - Interest Expense/Fees	3,020.69	0.00	3,020.69
590000 - Communications (Tele., Internet, Copies,Postage,Messenger	26,678.97	0.00	26,678.97
599800 - Unallocated Credit Card Expense	125,173.19	0.00	125,173.19
Total Services	**1,566,527.46**	**27.00**	**1,566,554.46**
Capital Outlay			
690000 - Depreciation Expense	59,550.03	36,163.45	95,713.48
Total Capital Outlay	**59,550.03**	**36,163.45**	**95,713.48**
Other Outgo			
743800 - Debt Service - Interest	0.00	48,121.45	48,121.45
Total Other Outgo	**0.00**	**48,121.45**	**48,121.45**
Total Operational Expenses	**2,114,278.88**	**84,311.90**	**2,198,590.78**
Total Expenses	**6,961,900.75**	**84,311.90**	**7,046,212.65**
Total Net Increase/(Decrease) in Net Assets	***(1,781,136.18)***	***107,891.60***	***(1,673,244.58)***

Financials shown on a modified accrual basis except for June 30 which is full accrual
Created on : 01/24/2025 5:22 PM PST

CSMC "Bridge" Contract Proposal for American Indian Model Schools

Charter School
Statement of Activities - Actual vs Budget
Reporting Book: ACCRUAL
As of Date: 03/31/2024
Location: Charter School

Net Increase/(Decrease) in Net Assets	07/01/2023 Through 03/31/2024 Actual	07/01/2023 Through 03/31/2024 1st Interim Budget	Period Ending 03/31/2024 Actual minus budget	% Variance	Year Ending 06/30/2024 1st Interim Budget	Remaining Budget Summary
Total Revenue						
LCFF Revenue						
801100 - LCFF Revenues	1,335,479.00	1,420,230.58	(84751.58)	(6.0) %	2,074,505.02	739,026.02
801200 - Education Protection Account Revenue	61,950.00	62,756.75	(806.75)	(1.3) %	84,630.00	22,680.00
809600 - Charter Schools Funding In-Lieu of Property Taxes	2,564,680.00	2,459,883.92	104796.08	4.3 %	3,514,345.36	949,665.36
Total LCFF Revenue	3,962,109.00	3,942,871.25	19237.75	0.5 %	5,673,480.38	1,711,371.38
Federal Revenue						
818100 - Special Education - Entitlement	0.00	0.00	0.00	0.0 %	57,720.00	57,720.00
829000 - All Other Federal Revenue	65,003.11	352,735.00	(287731.89)	(81.6) %	1,378,775.00	1,313,771.89
829100 - Title I Federal Revenue	97,675.00	96,305.00	1370.00	1.4 %	192,610.00	94,935.00
829200 - Title II	4,831.00	5,031.50	(200.50)	(4.0) %	20,126.00	15,295.00
829300 - Title III Federal Revenue	6,646.19	6,981.50	(335.31)	(4.8) %	27,926.00	21,279.81
829400 - Title IV	0.00	3,939.75	(3939.75)	(100.0) %	15,759.00	15,759.00
829900 - Prior Year Federal Income	14,506.00	0.00	14506.00	0.0 %	0.00	(14,506.00)
Total Federal Revenue	188,661.30	464,992.75	(276331.45)	(59.4) %	1,692,916.00	1,504,254.70
State Revenue						
855000 - Mandated Block Grant	10,893.00	10,735.64	157.36	1.5 %	10,735.64	(157.36)
856000 - State Lottery Revenue	77,263.02	40,515.10	36747.92	90.7 %	105,364.36	28,101.34
859000 - All Other State Revenues	643,133.00	463,795.15	179337.85	38.7 %	957,242.50	314,109.50
859100 - SB 740 Revenue	0.00	0.00	0.00	0.0 %	110,760.74	110,760.74
859900 - Prior Year State Income	(20,034.67)	0.00	(20034.67)	0.0 %	0.00	20,034.67
879200 - SPED State/Other Transfers of Apportionments from Cou	272,869.00	258,229.96	14639.04	5.7 %	358,402.06	85,533.06
Total State Revenue	984,123.35	773,275.85	210847.50	27.3 %	1,542,505.30	558,381.95
Local Revenue						
866000 - Interest Income	30,513.71	7,351.13	23162.58	315.1 %	7,350.98	(23,162.73)
868500 - School Site fundraising	10,628.60	0.00	10628.60	0.0 %	0.00	(10,628.60)
869900 - All Other Local Revenue	4,728.61	437.00	4291.61	982.1 %	437.00	(4,291.61)
Total Local Revenue	45,870.92	7,788.13	38082.79	489.0 %	7,787.98	(38,082.94)
Total Revenue	5,180,764.57	5,188,927.98	(8163.41)	(0.2) %	8,916,689.66	3,735,925.09
Total Expenses						
Salaries and Benefits						
Certificated Salaries						
110000 - Teachers' Salaries	2,005,833.19	1,979,824.86	(26008.33)	(1.3) %	2,699,699.97	693,866.78
112000 - Substitute Expense	70,806.03	55,921.33	(14884.70)	(26.6) %	73,164.99	2,358.96
120000 - Certificated Pupil Support Salaries	173,045.46	164,706.96	(8338.50)	(5.1) %	219,999.99	46,954.53
130000 - Certificated Supervisor and Administrator Salaries	300,795.44	302,982.94	2187.50	0.7 %	396,000.04	95,204.60
Total Certificated Salaries	2,550,480.12	2,503,436.09	(47044.03)	(1.9) %	3,388,864.99	838,384.87
Classified Salaries						
210000 - Instructional Aide Salaries	621,262.98	569,441.70	(51821.28)	(9.1) %	773,160.86	151,897.88
220000 - Classified Support Salaries (Maintenance, Food)	149,802.62	178,689.19	28886.57	16.2 %	236,940.02	87,137.40
230000 - Classified Supervisor and Administrator Salaries	19,518.98	19,247.79	(271.19)	(1.4) %	27,500.01	7,981.03
240000 - Clerical, Technical, and Office Staff Salaries	367,142.83	372,864.01	5721.18	1.5 %	485,888.33	118,745.50
290000 - Other Classified Salaries (Noon and Yard Sup, etc.)	143,597.32	170,287.10	26689.78	15.7 %	223,259.48	79,662.16
Total Classified Salaries	1,301,324.73	1,310,529.79	9205.06	0.7 %	1,746,748.70	445,423.97
Benefits						
310100 - State Teachers' Retirement System, certificated positions	467,992.58	456,594.05	(11398.53)	(2.5) %	618,560.19	150,567.61
310200 - Employer STRS Classified	795.52	795.52	0.00	0.0 %	795.52	0.00
330100 - OASDI/Medicare Certificated, Unrestricted	38,561.68	79,295.08	40733.40	51.4 %	117,360.64	78,798.96
330200 - OASDI/Medicare Classified	98,892.46	63,151.17	(35741.29)	(56.6) %	74,466.40	(24,426.06)
340100 - Health & Welfare Benefits, Certificated	178,190.81	0.00	(178190.81)	0.0 %	0.00	(178,190.81)
340200 - Health & Welfare Benefits Classified	86,006.57	0.00	(86006.57)	0.0 %	0.00	(86,006.57)
340300 - Unallocated Health Insurance	0.00	288,569.51	288569.51	100.0 %	372,033.92	372,033.92
340400 - USE 3403 Unallocated Health Benefits	28,257.71	0.00	(28257.71)	0.0 %	0.00	(28,257.71)
350100 - State Unemployment Insurance Certificated	10,103.36	23,984.82	13881.46	57.9 %	37,225.09	27,121.73
350200 - State Unemployment Insurance Classified	9,048.21	1,330.11	(7718.10)	(580.3) %	1,330.11	(7,718.10)
360100 - Worker Compensation Insurance	52,011.80	30,143.17	(21868.63)	(72.5) %	30,143.17	(21,868.63)
360200 - Worker Compensation Insurance	25,956.32	17,156.43	(8799.89)	(51.3) %	17,156.43	(8,799.89)
360300 - Unallocated Worker's Comp Insurance	0.00	7,349.95	7349.95	100.0 %	11,759.92	11,759.92
Total Benefits	995,817.02	968,369.81	(27447.21)	(2.8) %	1,280,831.39	285,014.37
Total Salaries and Benefits	4,847,621.87	4,782,335.69	(65286.18)	(1.4) %	6,416,445.08	1,568,823.21
Operational Expenses						
Books and Supplies						
410000 - Approved Textbooks and Core Curriculum	183,062.85	134,058.10	(49004.75)	(36.6) %	134,058.02	(49,004.83)
420000 - Books and Other Reference Materials	3,150.55	20,176.64	17026.09	84.4 %	25,000.01	21,849.46
430000 - Materials and Supplies	152,614.64	71,749.20	(80865.44)	(112.7) %	74,999.97	(77,614.67)
431500 - Classroom Materials and Supplies	43,246.70	38,249.28	(4997.42)	(13.1) %	39,999.99	(3,246.71)
434200 - Materials for School Sponsored Athletics	385.00	25,055.41	24670.41	98.5 %	40,000.00	39,615.00
438100 - Materials for Plant Maintenance	17,958.03	14,678.92	(3279.11)	(22.3) %	14,679.00	(3,279.03)
440000 - Noncapitalized Equipment	20,079.10	95,460.19	75381.09	79.0 %	166,458.32	146,379.22
441000 - Software and Software Licensing	67,704.52	57,107.85	(10596.67)	(18.6) %	62,000.04	(5,704.48)
443000 - Noncapitalized Student Equipment	0.00	30,000.00	30000.00	100.0 %	50,000.00	50,000.00
470000 - Food and Food Supplies	0.00	625.00	625.00	100.0 %	1,000.00	1,000.00
Total Books and Supplies	488,201.39	487,160.59	(1040.80)	(0.2) %	608,195.35	119,993.96
Services						
520000 - Travel and Conferences	1,923.80	7,589.10	5665.30	74.7 %	10,000.02	8,076.22
521000 - Training and Development Expense	20,430.50	23,951.65	3521.15	14.7 %	29,999.98	9,569.48
530000 - Dues and Memberships	10,920.00	10,021.90	(898.10)	(9.0) %	10,500.04	(419.96)
540000 - Insurance	30,506.86	28,091.70	(2415.16)	(8.6) %	30,000.00	(506.86)
550000 - Operation and Housekeeping Services	95,460.30	84,970.09	(10490.21)	(12.3) %	99,999.99	4,539.69
550100 - Utilities	90,315.01	71,640.91	(18674.10)	(26.1) %	90,000.01	(315.00)
560000 - Space Rental/Leases Expense	150,899.44	176,596.74	25697.30	14.6 %	230,644.20	79,744.76
560100 - Building Maintenance	25,022.63	32,954.45	7931.82	24.1 %	50,000.00	24,977.37
560200 - Other Space Rental	200.92	0.00	(200.92)	0.0 %	0.00	(200.92)
560500 - Equipment Rental/Lease Expense	23,851.68	23,109.80	(741.88)	(3.2) %	37,109.00	13,257.32
561000 - Equipment Repair	9,565.18	9,074.76	(490.42)	(5.4) %	10,410.99	845.81
580000 - Professional/Consulting Services and Operating Expend	60,148.28	86,654.91	26506.63	30.6 %	120,524.04	60,375.76
580300 - Banking and Payroll Service Fees	17,200.65	15,912.59	(1288.06)	(8.1) %	21,002.00	3,801.35
580500 - Legal Services	44,755.40	6,874.60	(37880.80)	(551.0) %	10,882.36	(33,873.04)
580600 - Audit Services	8,550.00	8,095.81	(454.19)	(5.6) %	13,000.00	4,450.00
580700 - Legal Settlements	12,833.37	4,666.68	(8166.69)	(175.0) %	4,666.68	(8,166.69)
580900 - Employee Tuition Reimbursement	0.00	87.20	87.20	100.0 %	140.00	140.00
581000 - Educational Consultants	370,782.06	286,470.63	(84311.43)	(29.4) %	399,999.99	29,217.93
581100 - Student Transportation	38,450.36	7,215.03	(31235.33)	(432.9) %	9,249.99	(29,200.37)
581500 - Advertising/Recruiting	3,949.83	23,009.54	19059.71	82.8 %	35,000.00	31,050.17
583000 - Field Trip Expenses	77,141.33	66,936.38	(10204.95)	(15.2) %	92,116.04	14,974.71
583600 - Transportation Services	24,466.00	17,959.03	(6506.97)	(36.2) %	17,959.00	(6,507.00)
584200 - Services Student Athletics	30,603.00	7,837.50	(22765.50)	(290.5) %	11,490.00	(19,113.00)
587300 - Financial Services	109,433.30	84,786.95	(24646.35)	(29.1) %	108,499.97	(933.33)
587400 - Personnel Services	109.00	665.90	556.90	83.6 %	1,000.04	891.04
587500 - District Oversight Fee	55,758.76	101,749.98	45991.22	45.2 %	145,342.44	89,583.68
587700 - IT Services	98,376.95	76,184.44	(22192.51)	(29.1) %	99,999.99	1,623.04
589000 - Interest Expense/Fees	3,020.69	3,020.89	0.20	0.0 %	3,021.01	0.32
590000 - Communications (Tele., Internet, Copies,Postage,Messer	26,678.97	39,764.24	13085.27	32.9 %	55,000.01	28,321.04
599800 - Unallocated Credit Card Expense	125,173.19	89,977.83	(35195.36)	(39.1) %	99,041.97	(26,131.22)
Total Services	1,566,527.46	1,395,871.23	(170656.23)	(12.2) %	1,846,599.76	280,072.30
Capital Outlay						
690000 - Depreciation Expense	59,550.03	61,007.78	1457.75	2.4 %	82,500.02	22,949.99
Total Capital Outlay	59,550.03	61,007.78	1457.75	2.4 %	82,500.02	22,949.99
Total Operational Expenses	2,114,278.88	1,944,039.60	(170239.28)	(8.8) %	2,537,295.13	423,016.25
Total Expenses	6,961,900.75	6,726,375.29	(235525.46)	(3.5) %	8,953,740.21	1,991,839.46
Total Net Increase/(Decrease) in Net Assets	**(1,781,136.18)**	**(1,537,447.31)**	**(243688.87)**	**15.9 %**	**(37,050.55)**	**1,744,085.63**

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CSMC "Bridge" Contract Proposal for American Indian Model Schools

Charter School
Balance Sheet
Statement of Financial Position
Reporting Book: ACCRUAL
As of Date: 03/31/2024
Location: Charter School

	Charter School Year To Date 03/31/2024 Current Year Balance	LLC Year To Date 03/31/2024 Current Year Balance	Year To Date 03/31/2024 Comp on Actual
911000-Cash in County Treasury	1,247,729.14	0.00	1,247,729.14
911100-Fair Value Adjustment Cash in County Treasury	(41,421.00)	0.00	(41,421.00)
912000-General Checking Account	83.45	0.00	83.45
912100-Cash In CCU	0.00	81,581.51	81,581.51
912200-Cash in US Bank	0.00	0.00	0.00
912300-Cash in Banner Bank	768,319.34	0.00	768,319.34
912400-Cash In Banner Bank	0.00	227,720.93	227,720.93
Total Cash and Cash Equivalents	***1,974,710.93***	***309,302.44***	***2,284,013.37***
920000 - Accounts Receivables	832,064.11	0.00	832,064.11
929000 - Due from Grantor Governments	195,400.96	0.00	195,400.96
Total Accounts Receivable	***1,027,465.07***	***0.00***	***1,027,465.07***
933000 - Prepaid Expenses	2,675.80	17,051.25	19,727.05
Total Prepaid Expenses	***2,675.80***	***17,051.25***	***19,727.05***
933500 - Employee Advances	2,622.61	0.00	2,622.61
Total Employee Advances	***2,622.61***	***0.00***	***2,622.61***
941000 - Land	0.00	750,000.00	750,000.00
942000 - Building/Leasehold Improvements	446,380.60	1,207,405.43	1,653,786.03
943000 - Buildings	33,897.00	1,056,880.50	1,090,777.50
944200 - Transportation Equipment	234,115.19	0.00	234,115.19
945000 - Construction in Progress	127,920.00	0.00	127,920.00
946000 - Right of Use Asset	655,358.04	0.00	655,358.04
Total Fixed Assets	***1,497,670.83***	***3,014,285.93***	***4,511,956.76***
942500 - Accumulated Depreciation - Building Improveme	(132,950.33)	(274,750.97)	(407,701.30)
943500 - Accumulated Depreciation - Buildings	(20,475.40)	(162,937.60)	(183,413.00)
944700 - Accumulated Depreciation - Transportation Equi	(220,299.95)	0.00	(220,299.95)
Total Accumulated Depreciation	***(373,725.68)***	***(437,688.57)***	***(811,414.25)***
Total Assets	**4,131,419.56**	**2,902,951.05**	**7,034,370.61**
950000 - Accounts Payable-System	59,159.91	0.00	59,159.91
950700 - Accrued Rent	(19,220.35)	0.00	(19,220.35)
Total Accounts Payable	***39,939.56***	***0.00***	***39,939.56***
950100 - Accrued Salaries	206,812.76	0.00	206,812.76
950300 - Accrued STRS	91,052.55	0.00	91,052.55
950500 - Accounts Payable-Accrual	0.00	842,064.11	842,064.11
959000 - Due to Grantor Governments	6,069.73	0.00	6,069.73
Total Accrued Liabilities	***303,935.04***	***842,064.11***	***1,145,999.15***
964000 - Loans Payable	0.00	1,839,731.66	1,839,731.66
965000 - Deferred Revenue	2,304,378.40	0.00	2,304,378.40
966000 - Voluntary Deductions	2,482.36	0.00	2,482.36
966100 - Summer Holdback	79,666.59	0.00	79,666.59
Total Other Short Term Liability	***2,386,527.35***	***1,839,731.66***	***4,226,259.01***
965500 - ROU liability	623,462.79	0.00	623,462.79
Total Other Liabilities	***623,462.79***	***0.00***	***623,462.79***
961000 - Due to/From Other Locations	(10,000.00)	10,000.00	0.00
Total Interfund Due to	***(10,000.00)***	***10,000.00***	***0.00***
Total Liabilities	***3,343,864.74***	***2,691,795.77***	***6,035,660.51***
Net Increase/(Decrease) in Net Assets	***(1,781,136.18)***	***107,891.60***	***(1,673,244.58)***
979000 - Net Assets	2,634,862.45	103,263.68	2,738,126.13
979300 - Audit Adjustments	(66,171.45)	0.00	(66,171.45)
Total Unrestricted Net Assets	***2,568,691.00***	***103,263.68***	***2,671,954.68***
Total Unrest Net Assets with Inc/(Dec) to date	***787,554.82***	***211,155.28***	***998,710.10***
Total Net Assets	***787,554.82***	***211,155.28***	***998,710.10***
Liabilities and Net Assets	**4,131,419.56**	**2,902,951.05**	**7,034,370.61**

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