



The Cottonwood School

Regular Scheduled Board Meeting

Date and Time

Tuesday January 19, 2021 at 6:00 PM PST

Location

7006 Rossmore Lane
El Dorado Hills, CA 95762

Zoom Link: <https://zoom.us/j/98782057497>

Meeting ID: 987 8205 7497

Join by Phone: (669) 900-6833

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Public Comments			2 m
Limited to Closed Session Agenda Items Only			
D. Closed Session	Vote	Cindy Garcia	55 m
1. Discuss Property Negotiations with Tom Conway - § 54956.9			
◦ 3921 Sandstone Drive, El Dorado Hills, CA 95762			
2. Public Employee Employment with Elaine Alexandres			
◦ Director of Special Education			
◦ Director of Human Resources			
E. Announcement of Any Action Taken in Closed Session	Discuss	Dr. Norman Lorenz	1 m
II. Open Session - Opening Items			7:00 PM

	Purpose	Presenter	Time
A. Approval of the Agenda	Vote		1 m
B. Public Comments	FYI		2 m
C. Executive Director's Report	FYI	Cindy Garcia	25 m
D. Approve Minutes	Approve Minutes		1 m

Approve minutes for Regular Scheduled Board Meeting on December 8, 2020

III. Finance

7:29 PM

A. December Financials	Vote	Darlington Ahaiwe	10 m
B. Student Allotments Review	Discuss	Spencer Styles	30 m

IV. Academic Excellence

8:09 PM

A. Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities	Vote	Dr. Amanda Johnson	5 m
B. 2021-2022 School Calendar	Vote	Cindy Garcia	5 m

V. Operations

8:19 PM

A. Publication of the School Accountability Report Card (SARC) Report	Vote	Cindy Garcia	5 m
B. Employee Handbook	Vote	Cindy Garcia	5 m
C. COVID-19 Reporting Process	Vote	Cindy Garcia	5 m

VI. Closing Items

8:34 PM

A. Board of Directors Comments & Requests	Discuss		2 m
B. Announcement of Next Regular Scheduled Board Meeting	FYI		1 m

February 16, 2021

- Closed Session: 6:00 p.m.
- Open Session: 7:00 p.m.

C. Adjourn Meeting	Vote
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Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Members of the public are permitted to comment on both non-agenda item matters and agenda item matters when public comment is called. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be

heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (562) 584-0427 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

Executive Director's Report

Section:	II. Open Session - Opening Items
Item:	C. Executive Director's Report
Purpose:	FYI
Submitted by:	
Related Material:	Executive Director Update 1_19_21.pdf

Executive Director's Update

January 19, 2021



Homestudy Student Highlights



Grace Chapman - 9th grade

"I am so grateful for the Cottonwood's home study program because it gives me the freedom to pursue extra academic opportunities."



Emma Chapman- 7th grade

"I am grateful for homeschooling because it gives me the flexibility to participate in many extracurricular activities that I couldn't do if I went to a traditional school."

High School Site-Based Student Highlights



Anna Sjöberg

Since coming to our site in the fall of 2019, Anna Sjöberg has shown much growth as a student both academically and socially.

Multilingual Learners

English Language Development Support

- **Live direct instruction taught by EL Team.**
 - Classes for 1st-12th grade students (2x per week)
 - Bridging English class for 4th-12th grade students.
- **ELPAC practice classes taught by EL Team**
 - Classes for TK-12th grade daily for the whole month of January.
 - Students are being taught
 - Testing strategies
 - Technology familiarity
 - Gaining comfort with examiners



Welcome!



Eric Sweiven -Dir of Curriculum

Forward-thinking Director with 21 years of expertise in educational leadership for Charter Schools

Experience in procuring services to align with program objectives and budget.

Able to Research, design and develop new online service offerings and related technologies and processes for solving education and communication challenges.

Recognized by leadership for providing exceptional customer service.

Welcome!



Amy Frydenlund - Director of Instruction and Assessment

30 years of experience in the educational world

Masters in Curriculum and Instruction

Is a courageous, dynamic leader, creative problem solver, with a demonstrated professionalism in working with diverse audiences to develop programs and build community. Accomplished leader in teambuilding and the development of a positive school and work culture.

Welcome!



Dianne Curtis - Director of Community

Over 24 years of professional experience in both brick & mortar and charter settings.

Regional Community Coordinator for the 5 North Schools and previously Regional EA Coordinator

Focused on providing rich and personalized instructional approaches. Possesses strong people and leadership skills,

“Due To” update: \$320,151

- ❑ **Provenance** has changed their name to **ThinkSuite**
- ❑ Our counsel is conferring with ThinkSuite’s counsel on payment on the outstanding balance to The Cottonwood School.
- ❑ In addition, we have been keeping an eye on the Granite Mountain v. Provenance litigation. Provenance (ThinkSuite) recently filed responding to Granite Mountain’s Complaint, as well as a Cross-Complaint against Granite Mountain . Provenance (ThinkSuite) responsive generally denies all of the allegations in Granite Mountain’s Complaint. The Cross-Complaint is for \$1.2M in fees that Provenance alleges were left unpaid under their Education and Support Services Agreement with Granite Mountain. We will continue to watch the lawsuit to see how it plays out.

Form 700

Every elected official and public employee who makes or participates in making governmental decisions is required to submit a Statement of Economic Interests, also known as the Form 700. The Form 700 provides transparency and ensures accountability in governmental decisions on an annual basis.

The Form 700 packet will be mailed to each of you with a stamped return envelope. You need to complete the Form 700 and then place it in the mail.

Please return your signed Form 700 by **February 15th**.

***Reminder: Form 700s require a wet signature!**

STAR Assessment window

- The Star Assessment is more important now than ever. Authorizers are looking to this as a tool to measure student growth in the absence of 2019-2020 state testing data .
 - A “verifiable data source” as required in AB 1505, for charter renewals
 - Along with tracking growth over time, it is an important tool to gauge possible learning loss during the pandemic
- Winter Star Assessment window is open from

January 11th - February 19th.

**Free
Access to
MobyMax
for all our
students
K-8**



**Learning
Loss
Mitigation
funds!**

**Adaptive
learning for K-8
in all subjects -
math, early
reading
language,
writing, social
studies and
science**

Professional Development 1/28/21

- ★ Special Guest Speaker: [Keith Hawkins](#)
- ★ Breakout Sessions
- ★ Connect with Colleagues in the Teachers' Lounge Zoom Rooms
- ★ Debrief with RC Team
- ★ Virtual Raffle Prizes!



COVID-19 Vaccination

- **OPTIONAL** for ALL employees
- Sent a Survey for cottonwood staff per EDCOE's request
- Vaccinations will be administered by county of charter school employment
- Roll out is a “work in progress”

*A picture is worth a
thousand words
Thank you Board Members!*



Cover Sheet

Approve Minutes

Section: II. Open Session - Opening Items
Item: D. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Regular Scheduled Board Meeting on December 8, 2020

DRAFT



The Cottonwood School

Minutes

Regular Scheduled Board Meeting

Date and Time

Tuesday December 8, 2020 at 6:00 PM

Location

7006 Rossmore Lane
El Dorado Hills, CA 95762

Zoom Link: <https://zoom.us/j/91821335465>

Meeting ID: 918 2133 5465

Join by Phone: +1 (669) 900-6833

Directors Present

Adina Caskey (remote), Christine Cordero (remote), Deb Hibbard (remote), Dr. Norman Lorenz (remote), Teresa Lyday Selby (remote)

Directors Absent

None

Guests Present

Cindy Garcia (remote), Darlington Ahaiwe (remote), Jodiann Beeson (remote), Kathy Fagundo (remote), Samantha Myers, Spencer Styles (remote), Tom Conwell (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Tuesday Dec 8, 2020 @ 6:02 PM.

C. Public Comments

No public comments

D. Closed Session

Adina Caskey made a motion to move to closed session at 6:09pm.

Deb Hibbard seconded the motion.

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

Roll Call

Deb Hibbard Aye

Teresa Lyday Selby Aye

Adina Caskey Aye

Dr. Norman Lorenz Aye

Christine Cordero Aye

E. Announcement of Any Action Taken in Closed Session

Deb Hibbard made a motion to return to open session at 6:43pm.

Adina Caskey seconded the motion.

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

Roll Call

Adina Caskey Aye

Christine Cordero Aye

Deb Hibbard Aye

Teresa Lyday Selby Aye

Dr. Norman Lorenz Aye

The board announced they are moving forward with intent to purchase a building at 4505 Golden Foothill Pkwy, El Dorado Hills for lending library, resource center, site-based high school classrooms, administrative office space.

The board took a 19 minute recess.

II. Open Session - Opening Items

A. Approval of the Agenda

Deb Hibbard made a motion to approve the agenda.

Christine Cordero seconded the motion.

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

Roll Call

Christine Cordero Aye

Deb Hibbard Aye

Dr. Norman Lorenz Aye

Adina Caskey Aye

Teresa Lyday Selby Aye

B. Public Comments

No public comments were made.

C. Executive Director's Report

Cindy Garcia presented the Executive Director's report.

- Enrollment
 - Site-Based: 31
 - Homeschool: 2394 and 41 students in progress
- TCS website has been updated with a new tab: Community Resources
 - Mental Health
 - COVID information

- Housing information
- Food resources
- Foster Youth
- Demand for repayment letter sent to Provenance with proposed plan for completing repayment by end of fiscal year.
- Amy Freydlund explained restitution process to reclaim school assets.
 1. Required by auditors and authorizers.
 2. It has been successful.
 3. Process is Board Approved.
 4. Compassionate resolution.
- Teresa Brown presented an overview of Parent Education events and calendar.
- Deanna Dyer presented an overview of the Multicultural, Diversity, and Inclusion Perspective Team.
- Cindy Garcia thanked by Board for their support and hard work over the past months of transition.

D. Approve Minutes

Christine Cordero made a motion to approve the minutes from Regular Scheduled Board Meeting on 11-17-20.

Deb Hibbard seconded the motion.

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

Roll Call

Deb Hibbard	Aye
Christine Cordero	Aye
Teresa Lyday Selby	Aye
Dr. Norman Lorenz	Aye
Adina Caskey	Aye

E. Approve Minutes

Dr. Norman Lorenz made a motion to approve the minutes from Special Board Meeting on 12-02-20.

Christine Cordero seconded the motion.

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

Roll Call

Dr. Norman Lorenz	Aye
Teresa Lyday Selby	Aye
Deb Hibbard	Aye
Christine Cordero	Aye
Adina Caskey	Aye

III. Finance

A. Finance Training Workshop - Part 1

Spencer Styles and Darlington Ahaiwe were on another call and not yet available, therefore amendment was made to go out of order until they could join the meeting.

Spencer Styles presented Part 1 of 2 of the Charter Impact Board Financial Workshop:

- Overview of where school funding comes from (Local Control Funding Formula and others), student groups, timelines, and current issues (Learning Loss Mitigation Funds and Deferrals).
- Budget Process and Timeline: Developing a draft budget, adjust the budget based on the governor's budget, and monthly monitoring and forecasting.

B. First Interim Report

Deb Hibbard made a motion to approve the First Interim Report.

Adina Caskey seconded the motion.

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

Roll Call

Dr. Norman Lorenz Aye
Deb Hibbard Aye
Christine Cordero Aye
Adina Caskey Aye
Teresa Lyday Selby Aye

C. Budget Overview for Parents

Dr. Norman Lorenz made a motion to approve the Budget Overview for Parents.

Deb Hibbard seconded the motion.

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

Roll Call

Christine Cordero Aye
Dr. Norman Lorenz Aye
Teresa Lyday Selby Aye
Deb Hibbard Aye
Adina Caskey Aye

D. Shared Staffing Memorandum of Understanding for High School

Adina Caskey made a motion to approve the Shared Staffing Memorandum of Understanding for High School.

Dr. Norman Lorenz seconded the motion.

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

Roll Call

Christine Cordero Aye
Dr. Norman Lorenz Aye
Teresa Lyday Selby Aye
Adina Caskey Aye
Deb Hibbard Aye

At this point, Spencer Styles and Darlington Ahaiwe joined the meeting and the board returned to Items III. A. & B.

IV. Operations

A. Board Resolution 2020-8 Resolution to Withdraw Membership From CharterSAFE Joint Powers Authority

Dr. Norman Lorenz made a motion to adopt the Board Resolution 2020-8

Resolution to Withdraw Membership From CharterSAFE Joint Powers Authority.

Adina Caskey seconded the motion.

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

Roll Call

Teresa Lyday Selby Aye
Adina Caskey Aye
Deb Hibbard Aye
Dr. Norman Lorenz Aye
Christine Cordero Aye

V. Closing Items

A. Board of Directors Comments & Requests

- Dr. Lorenz expressed thanks and appreciation to Board, Cindy Garcia, Jodiann Beeson, and Admin Team for all the dedication and hard work over past months of growth and change.
- Adina wanted to make sure the school staff rests over Winter Break.

B. Announcement of Next Regular Scheduled Board Meeting

January 19, 2021

- Closed Session: 6:00 p.m.
- Open Session: 7:00 p.m.

C. Adjourn Meeting

Teresa Lyday Selby made a motion to adjourn at 8:30pm.

Dr. Norman Lorenz seconded the motion.

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

Roll Call

Christine Cordero Aye

Adina Caskey Aye

Dr. Norman Lorenz Aye

Teresa Lyday Selby Aye

Deb Hibbard Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
Dr. Norman Lorenz

Prepared by:
Kathy Fagundo

Noted by:

Board Secretary

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(Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Cover Sheet

December Financials

Section:	III. Finance
Item:	A. December Financials
Purpose:	Vote
Submitted by:	
Related Material:	Financial Package_December 2020_Cottonwood.pdf



The Cottonwood School

Monthly Financial Presentation – December 2020

COTTONWOOD - Highlights

- Year-end revenue projections increased by \$204k.
- Year-end expense projections increased by \$688k.
- Year-end surplus projected at \$1.154MM (October; \$1.6M).
- Senate Bill-740 Requirements:

• 40/80 Expense Ratio ✓

Cert.	Instr.
51.2%	81.2%
2,717,496	298,365

• 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio	
21.09	:1

COTTONWOOD - Revenue

Variance Analysis:

- **State-Aid:** Delayed *In-lieu of Property Tax* payment recognition.
- **Federal Revenue:** Recognition of Learning Loss Mitigation Funds-CRF Funds. (No Change)
- **Other State Revenue:** Recognition of Learning Loss Mitigation Funds-GF Funds.

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 7,957,463	\$ 8,294,247
Federal Revenue	152,867	106,443
Other State Revenue	866,202	542,278
Other Local Revenue	-	-
Total Revenue	\$ 8,976,532	\$ 8,942,968

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 22,018,640	\$ 22,001,905	\$ 16,735
441,513	288,646	152,867
2,147,204	1,953,214	193,990
-	-	-
\$ 24,607,358	\$ 24,243,766	\$ 363,591

COTTONWOOD - Expenses

Variance Analysis:

- **Books and Supplies:** Increase in projected software expense
- **Sub agreement Services:** MOU Shared-Staffing invoices.
- **Operations:** Increase in projected insurance expense.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 4,466,951	\$ 4,615,506	\$ 148,555	\$ 9,306,599	\$ 9,406,116	\$ 99,517
Classified Salaries	149,787	171,379	21,592	340,438	342,758	2,319
Benefits	1,310,688	1,477,253	166,565	2,791,745	3,017,979	226,234
Books and Supplies	1,562,066	1,321,352	(240,714)	3,105,143	3,024,541	(80,602)
Subagreement Services	1,516,577	2,137,904	621,328	4,796,653	4,665,083	(131,570)
Operations	125,839	54,100	(71,739)	267,569	108,200	(159,369)
Facilities	39,543	60,450	20,907	124,993	120,900	(4,093)
Professional Services	1,130,472	1,208,788	78,316	2,595,594	2,594,921	(674)
Depreciation	-	6,950	6,950	6,950	13,900	6,950
Interest	930	347,482	346,552	117,129	347,482	230,353
Total Expenses	\$ 10,302,852	\$ 11,401,163	\$ 1,098,312	\$ 23,452,813	\$ 23,641,878	\$ 189,065

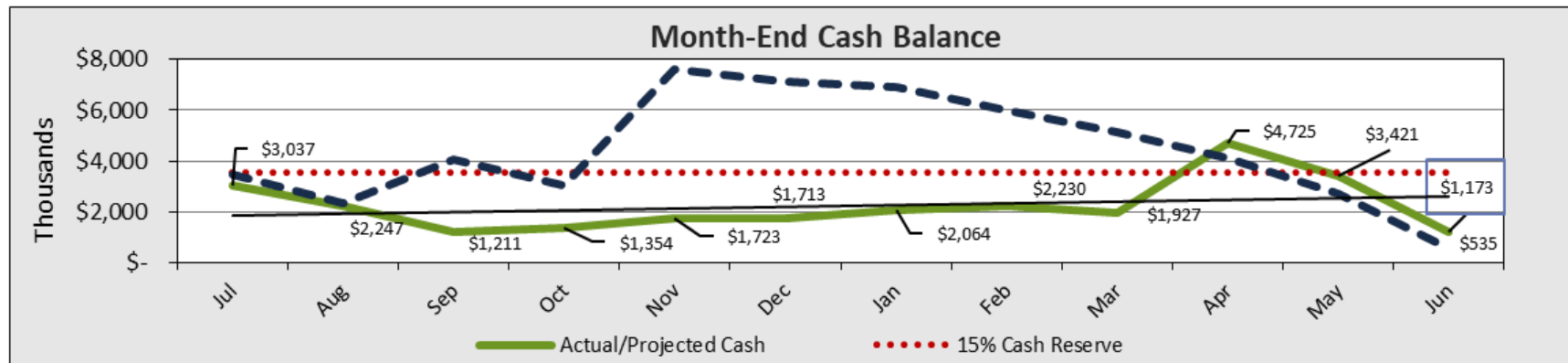
COTTONWOOD - Fund Balance

- YTD variance consistent with lower actual expenditures compared to budget.
- Year-end projected surplus continues to exceed budget.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (1,326,320)	\$ (2,458,195)	\$ 1,131,875	\$ 1,154,545	\$ 601,888	\$ 552,656
Beginning Fund Balance	<u>1,756,719</u>	<u>1,756,719</u>		<u>1,756,719</u>	<u>1,756,719</u>	
Ending Fund Balance	<u>\$ 430,399</u>	<u>\$ (701,476)</u>		<u>\$ 2,911,264</u>	<u>\$ 2,358,608</u>	
<i>As a % of Annual Expenses</i>	<i>1.8%</i>	<i>-3.0%</i>		<i>12.4%</i>	<i>10.0%</i>	

COTTONWOOD- Cash Balance

- Cash deviation related to actual factored receivables compared to budgeted.
- Next receivable sale projected in April 2021.



COTTONWOOD - Compliance Reporting



Due Date	Description	Completed By
Jan-22	Mid-Year Expenditure Report due to SELPA - Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact
Jan-29	CALPADS - Fall 1 Amendment deadline - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by Cottonwood
Jan-31	IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage - Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees.	Client with Charter Impact support
Feb-01	School Accountability Report Card - All public schools in California are required to prepare an annual SARC (2019/20). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	Cottonwood
Feb-15	Board of Equalization Property Tax Exemption - Property used exclusively for public schools, community colleges, state colleges, and state universities is exempt from property taxation (article XIII, section 3, subd. (d), Revenue and Taxation Code section 202, subd. (a)(3)). The property is exempt from taxation on the basis of its exclusive use for public school purposes. If the property is not owned by the public school, the owner of the property is required to file a claim for the Lessor's Exemption. If the owner of the property does not claim the exemption, the public school may file the Public School Exemption claim.	Charter Impact
Feb-20	Certification of the First Principal Apportionment - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact



COTTONWOOD - Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Due-To/Due-From

The Cottonwood School

Monthly Cash Flow/Forecast FY20-21

Revised 1/11/2021

ADA = 2425.60



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	-	857,979	857,979	1,544,362	1,544,362	1,544,362	1,544,362	1,544,362	725,850	277,985	277,985	277,985	6,162,006
8012	Education Protection Account	-	-	-	121,280	-	-	121,280	-	-	121,280	-	-	121,280
8019	State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	262,436	524,873	349,915	349,915	-	349,915	349,915	728,990	364,495	364,495	364,495	364,495

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	1,120,415	1,382,852	2,015,557	1,894,277	1,544,362	2,015,557	1,894,277	1,454,840	763,760	642,480	642,480	6,647,781

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	25,892	25,892	47,373	47,373	47,373	47,373	47,373
8296	Other Federal Revenue	-	-	142,272	-	-	10,595	-	-	-	-	-	-

-	-	142,272	-	-	10,595	25,892	25,892	47,373	47,373	47,373	47,373	47,373
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Other State Revenue

8311	State Special Education	-	73,066	73,066	131,520	131,520	263,040	131,905	131,905	106,899	106,899	106,899	106,899
8560	State Lottery	-	-	-	-	-	-	120,271	-	120,271	-	-	242,152
8598	Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-
8599	Other State Revenue	-	-	-	-	-	142,272	-	-	-	-	-	-

-	73,066	73,066	131,520	131,520	457,030	252,177	131,905	106,899	227,171	106,899	106,899	349,052
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Other Local Revenue

-	-	-	-	-	-	-	-	-	-	-	-	-
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Total Revenue

-	1,193,481	1,598,190	2,147,077	2,025,797	2,011,987	2,293,626	2,052,074	1,609,112	1,038,303	796,752	796,752	7,044,206
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Expenses

Certificated Salaries

1100	Teachers' Salaries	551,283	550,290	579,013	551,640	547,743	556,505	550,276	550,276	550,276	550,276	550,276	-
1175	Teachers' Extra Duty/Stipends	8,875	25,359	62,484	60,181	66,868	62,429	85,843	85,843	85,843	85,843	85,843	-
1200	Pupil Support Salaries	69,989	76,886	66,161	83,986	84,521	104,977	104,984	104,984	104,984	104,984	104,984	-
1300	Administrators' Salaries	33,367	33,500	33,500	33,500	39,078	44,799	44,310	44,310	44,310	44,310	44,310	-
1900	Other Certificated Salaries	9,470	27,923	25,315	27,923	28,193	21,194	21,194	21,194	21,194	21,194	21,194	-

672,985	713,958	766,473	757,230	766,403	789,904	806,608	806,608	806,608	806,608	806,608	806,608	-
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Classified Salaries

2200	Support Salaries	22,820	25,313	23,798	23,798	23,364	25,220	26,302	26,302	26,302	26,302	26,302	-
2400	Clerical and Office Staff Salaries	-	-	-	-	-	5,473	5,473	5,473	5,473	5,473	5,473	-

22,820	25,313	23,798	23,798	23,364	30,693	31,775	31,775	31,775	31,775	31,775	31,775	-
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Benefits

3101	STRS	107,542	113,294	120,962	120,276	109,832	125,193	133,081	133,081	133,081	133,081	133,081	-
3301	OASDI	1,357	1,458	1,391	1,391	1,364	1,818	2,207	2,207	2,207	2,207	2,207	-
3311	Medicare	9,705	10,304	11,051	10,917	11,050	11,497	12,461	12,461	12,461	12,461	12,461	-
3401	Health and Welfare	60,908	92,556	78,303	80,206	81,074	84,865	78,125	78,125	78,125	78,125	78,125	-
3501	State Unemployment	5,841	1,663	43	68	133	13,821	16,170	12,936	6,468	3,234	3,234	-
3601	Workers' Compensation	10,352	6,951	3,162	6,757	24	13,514	12,032	12,032	12,032	12,032	12,032	-
3901	Other Benefits	-	-	-	-	-	45	-	-	-	-	-	-

195,705	226,225	214,912	219,615	203,477	250,754	255,467	252,233	245,765	242,531	242,531	242,531	-
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Books and Supplies

4302	School Supplies	74,110	286,336	283,240	301,353	141,769	186,912	75,117	65,695	72,344	89,456	108,231	277,504
4305	Software	7,511	38,020	42,333	21,031	12,326	86,973	18,458	18,458	18,458	18,458	18,458	18,458
4310	Office Expense	-	325	604	1,252	1,209	169	3,342	3,342	3,342	3,342	3,342	-
4311	Business Meals	-	-	-	-	-	-	58	58	58	58	58	-
4400	Noncapitalized Equipment	-	4,327	18,300	6,331	23,209	24,426	78,961	69,058	76,047	94,034	113,771	291,707

81,621	329,008	344,477	329,967	178,514	298,480	175,936	156,612	170,250	205,349	243,861	591,070	-
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Subagreement Services

5102	Special Education	8,350	7,814	23,156	87,037	148,106	149,550	51,792	51,792	51,792	51,792	51,792	-
5105	Security	-	-	-	-	-	-	17	17	17	17	17	-
5106	Other Educational Consultants	15,602	35,141	74,164	140,441	89,297	124,251	255,043	223,056	245,631	303,730	367,478	942,210
5107	Instructional Services	102,017	102,540	102,278	102,278	102,278	102,278	105,346	105,346	105,346	105,346	105,346	-

125,969	145,495	199,598	329,756	339,680	376,079	412,198	380,211	402,786	460,884	524,633	1,099,364	-
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Operations and Housekeeping

5201	Auto and Travel	-	-	101	-	-	-	708	708	708	708	708	-
5300	Dues & Memberships	-	225	4,800	-	-	-	67	67	67	67	67	-
5400	Insurance	6,650	17,004	27,358	17,004	-	34,008	21,255	21,255	21,255	21,255	21,255	-
5502	Janitorial Services	-	-	1,500	3,024	1,602	1,500	1,533	1,533	1,533	1,533	1,533	-
5900	Communications	-	-	-	605	(605)	2,120	-	-	-	-	-	-
5901	Postage and Shipping	-	825	87	1,411	4,393	2,226	58	58	58	58	58	-

6,650	18,054	33,847	22,044	5,390	39,854	23,622	23,622	23,622	23,622	23,622	23,622	-
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Facilities, Repairs and Other Leases

5601	Rent	7,000	7,000	7,000	7,000	7,000	7,000	12,167	12,167	12,167	12,167	12,167	-
5603	Equipment Leases	-	-	-	-	-	-	58	58	58	58	58	-
5604	Other Leases	-	-	-	(937)	-	-	808	808	808	808	808	-
5610	Repairs and Maintenance	-	-	-	(1,520)	-	-	1,208	1,208	1,208	1,208	1,208	-

7,000	7,000	7,000	4,543	7,000	7,000	14,242	14,242	14,242	14,242	14,242	14,242	-
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Professional/Consulting Services

5801	IT	-	-	-	-	-	793	58	58	58	58	58	-
5803	Legal	-	50,411	28,509	36,620	20,742	13,901	25,000	25,000	25,000	25,000	25,000	-
5804	Professional Development	-	144	4,919	1,280	800	486	158	158	158	158	158	-
5805	General Consulting	-	1,000	25,809	27,763	16,808	29,978	20,144	20,144	20,144	20,144	20,144	-

-	-	-	-	-	793	58	58	58	58	58	58	-
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Annual Budget	Original Budget Total	Favorable / (Unfav.)
ADA = 2425.60		
17,159,581.47	17,159,583	(2)
485,120.00	485,120	-
-	-	-
4,373,938.94	4,357,202	16,737
22,018,640.42	22,001,905	16,735
288,646.40	288,646	-
152,867.00	-	152,867
441,513.40	288,646	152,867
1,470,520.00	1,470,520	-
482,694.40	482,694	-
-	-	-
142,271.51	-	142,272
2,147,203.91	1,953,214	193,990
-	-	-
24,607,357.73	24,243,766	363,591
6,638,131.12	6,734,728	96,597
801,254.61	875,515	74,260
1,116,426.14	741,487	(374,939)
483,603.44	400,500	(83,103)
267,183.28	653,886	386,703
9,306,598.59	9,406,116	99,517
302,124.87	342,758	40,633
38,313.38	-	(38,313)
340,438.25	342,758	2,319
1,495,583.68	1,730,725	235,142
22,017.11	21,251	(766)
139,292.31	141,359	2,066
946,662.06	922,500	(24,162)
66,845.85	65,660	(1,186)
112,949.68	136,484	23,535
44.99	-	(45)
2,791,745.17	3,017,979	226,234
1,962,068.45	1,962,068	-
318,943.05	221,500	(97,443)
23,609.41	40,100	16,491
350.00	700	350
800,172.19	800,172	-
3,105,143.10	3,024,541	(80,602)
734,763.30	621,500	(113,263)
100.00	200	100
2,816,042.17	2,816,042	-
1,245,747.48	1,227,341	(18,407)
4,796,652.96	4,665,083	(131,570)
4,351.45	8,500	4,149
5,425.00	800	(4,625)
229,554.50	79,800	(149,755)
16,825.96	18,400	1,574
2,119.54	-	(2,120)
9,292.55	700	(8,593)
267,569.00	108,200	(159,369)
115,000.00	96,000	(19,000)
350.00	700	350
3,913.34	9,700	5,787
5,730.00	14,500	8,770
124,993.34	120,900	(4,093)
1,143.18	700	(443)
300,182.09	65,000	(235,182)
8,578.89	1,900	(6,679)
222,222.22	55,730	(166,492)

The Cottonwood School

Monthly Cash Flow/Forecast FY20-21

Revised 1/11/2021

ADA = 2425.60

5806	Special Activities/Field Trips
5807	Bank Charges
5808	Printing
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5814	SPED Encroachment
5815	Teacher

Depreciation

6900	Depreciation Expense
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Interest

7438	Interest Expense
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Total Expenses

Monthly Surplus (Deficit)

Cash Flow Adjustments

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization
Public Funding Receivables
Grants and Contributions Rec.
Prepaid Expenses
Other Assets
Accounts Payable
Accrued Expenses
Deferred Revenue

Cash flows from investing activities

Cash flows from financing activities

Proceeds from Factoring
Payments on Factoring
Payments on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
-	269	-	-	4,726	13,137	9,664	8,452	9,307	11,509	13,924	35,702	-
585	1,026	930	1,084	964	872	280	280	280	280	280	280	-
-	-	-	-	-	-	50	50	50	50	50	50	-
-	-	1,500	115	2,178	7,197	60	60	60	60	60	60	-
331	2,232	1,080	2,019	1,177	1,150	1,416	1,416	1,416	1,416	1,416	1,416	-
138,748	135,253	134,992	134,317	138,924	140,149	145,948	145,948	145,948	145,948	145,948	145,948	-
-	-	-	-	-	-	20,156	18,943	14,548	7,638	6,425	6,425	146,052
3,062	-	-	-	-	-	-	-	-	-	-	-	(3,062)
-	-	-	-	2,494	-	125	125	125	125	125	125	-
142,726	190,335	197,739	203,197	188,812	207,663	223,060	220,635	217,096	212,386	213,589	235,367	142,990
1,261	1,261	(2,521)	-	-	-	1,158	1,158	1,158	1,158	1,158	1,158	-
1,261	1,261	(2,521)	-	-	-	1,158	1,158	1,158	1,158	1,158	1,158	-
155	155	155	155	155	155	-	-	-	116,199	-	-	-
155	155	155	155	155	155	-	-	-	116,199	-	-	-
1,256,890	1,656,803	1,785,478	1,890,305	1,712,794	2,000,582	1,944,066	1,887,095	1,913,301	2,114,754	2,102,018	3,045,737	142,990
(1,256,890)	(463,322)	(187,288)	256,772	313,003	11,405	349,560	164,980	(304,189)	(1,076,451)	(1,305,266)	(2,248,984)	6,901,215
(1,256,890)	(463,322)	(187,288)	256,772	313,003	11,405	349,560	164,980	(304,189)	(1,076,451)	(1,305,266)	(2,248,984)	6,901,215
1,261	1,261	(2,521)	-	-	-	1,158	1,158	1,158	1,158	1,158	1,158	-
2,682,652	375,282	-	-	-	-	-	-	-	-	-	-	(7,044,206)
(1,414,308)	-	551,704	656,698	252	-	-	-	-	-	-	-	-
(204,841)	(112,797)	(45,284)	110,558	-	(4,013)	-	-	-	-	-	-	-
(100,000)	-	-	-	-	-	-	-	-	-	-	-	-
(68,421)	(160,810)	(570,324)	44,098	260,091	107,181	-	-	-	-	-	-	142,990
15,582	215,816	(148,211)	3,490	(203,795)	28,143	-	-	-	-	-	-	-
-	-	10,595	187,650	-	(152,867)	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	3,873,300	-	-	-
-	(645,100)	(645,100)	(1,116,574)	-	-	-	-	-	-	-	-	-
155	155	155	155	155	155	-	-	-	-	-	-	-
(344,810)	(789,516)	(1,036,273)	142,848	369,706	(9,995)	350,718	166,138	(303,031)	2,798,008	(1,304,108)	(2,247,826)	
3,381,345	3,036,535	2,247,020	1,210,746	1,353,594	1,723,300	1,713,305	2,064,023	2,230,161	1,927,130	4,725,138	3,421,030	
3,036,535	2,247,020	1,210,746	1,353,594	1,723,300	1,713,305	2,064,023	2,230,161	1,927,130	4,725,138	3,421,030	1,173,204	



Annual Budget	Original Budget Total	Favorable / (Unfav.)
106,689.63	106,690	-
7,141.56	3,220	(3,922)
300.00	575	275
11,349.69	690	(10,660)
16,486.14	17,253	766
1,698,070.90	1,681,607	(16,464)
220,186.40	660,057	439,871
-	-	-
3,243.75	1,500	(1,744)
2,595,594.45	2,594,921	(674)
6,950.00	13,900	6,950
6,950.00	13,900	6,950
117,128.52	347,482	230,353
117,128.52	347,482	230,353
23,452,813.39	23,641,878	189,065
1,154,544.34	601,888	552,656
4.92%		
1,154,544.34		
6,950.00		
(3,986,271.50)		
(205,653.55)		
(256,376.44)		
(100,000.00)		
(245,194.38)		
(88,973.37)		
45,378.49		
3,873,300.00		
(2,406,774.00)		
929.60		

Cert.	Instr.
51.2%	81.2%
2,717,496	298,365

Pupil:Teacher Ratio
21.09 :1

The Cottonwood School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF Revenue	\$ 1,544,362	\$ 1,544,362	\$ (0)	\$ 6,349,044	\$ 6,349,046	\$ (2)	\$ 17,159,583
Education Protection Account	-	-	-	121,280	121,280	-	485,120
In Lieu of Property Taxes	-	347,414	(347,414)	1,487,139	1,823,921	(336,782)	4,357,202
Total State Aid - Revenue Limit	1,544,362	1,891,776	(347,414)	7,957,463	8,294,247	(336,784)	22,001,906
Federal Revenue							
Federal Special Education - IDEA	-	25,892	(25,892)	-	106,443	(106,443)	288,646
Other Federal Revenue	10,595	-	10,595	152,867	-	152,867	-
Total Federal Revenue	10,595	25,892	(15,296)	152,867	106,443	46,424	288,646
Other State Revenue							
State Special Education - AB602	263,040	131,905	131,135	672,212	542,278	129,934	1,470,520
Mandate Block Grant	51,718	-	51,718	51,718	-	51,718	-
State - State Lottery	-	-	-	-	-	-	482,694
State - Other State Revenue	142,272	-	142,272	142,272	-	142,272	-
Total Other State Revenue	457,030	131,905	325,124	866,202	542,278	323,924	1,953,214
Total Revenues	\$ 2,011,987	\$ 2,049,573	\$ (37,586)	\$ 8,976,532	\$ 8,942,968	\$ 33,564	\$ 24,243,766
Expenses							
Certificated Salaries							
Certificated Teachers' Salaries	\$ 556,505	\$ 561,227	\$ 4,722	\$ 3,336,475	\$ 3,367,364	\$ 30,889	\$ 6,734,728
Certificated Teachers' Extra Duties/Stipends	62,429	87,551	25,123	286,196	350,206	64,010	875,515
Certificated Pupil Support Salaries	104,977	61,791	(43,186)	486,520	370,743	(115,777)	741,487
Certificated Supervisors' and Administrators' Sa	44,799	33,375	(11,424)	217,743	200,250	(17,493)	400,500
Other Certificated Salaries	21,194	54,491	33,296	140,017	326,943	186,926	653,886
Total Certificated Salaries	789,904	798,435	8,531	4,466,951	4,615,506	148,555	9,406,116
Classified Salaries							
Classified Support Salaries	25,220	28,563	3,343	144,314	171,379	27,065	342,758
Clerical, Technical, and Office Staff Salaries	5,473	-	(5,473)	5,473	-	(5,473)	-
Total Classified Salaries	30,693	28,563	(2,130)	149,787	171,379	21,592	342,758
Benefits							
State Teachers' Retirement System, certificated	125,193	146,912	21,719	697,099	849,253	152,154	1,730,725
OASDI/Medicare/Alternative, certificated positi	1,818	1,771	(47)	8,778	10,625	1,848	21,251
Medicare certificated positions	11,497	11,991	494	64,524	69,410	4,886	141,359
Health and Welfare Benefits, certificated positi	84,865	76,875	(7,990)	477,912	461,250	(16,662)	922,500
State Unemployment Insurance, certificated po	13,821	3,283	(10,538)	21,570	19,698	(1,872)	65,660
Workers' Compensation Insurance, certificated	13,514	11,578	(1,936)	40,760	67,016	26,257	136,484
Other Benefits, certificated positions	45	-	(45)	45	-	(45)	-
Total Benefits	250,754	252,410	1,657	1,310,688	1,477,253	166,565	3,017,979
Books & Supplies							
School Supplies	186,912	141,571	(45,341)	1,273,721	845,421	(428,299)	1,962,068
Software	86,973	18,458	(68,515)	208,193	110,750	(97,443)	221,500
Office Expense	169	3,342	3,172	3,559	20,050	16,491	40,100
Business Meals	-	58	58	-	350	350	700
Noncapitalized Equipment	24,426	57,735	33,309	76,593	344,780	268,187	800,172
Total Books & Supplies	298,480	221,165	(77,316)	1,562,066	1,321,352	(240,714)	3,024,541
Subagreement Services							
Special Education	149,550	51,792	(97,759)	424,013	310,750	(113,263)	621,500
Security	-	17	17	-	100	100	200
Other Educational Consultants	124,251	203,188	78,938	478,894	1,213,384	734,490	2,816,042
Instructional Services	102,278	102,278	0	613,669	613,670	2	1,227,341
Total Subagreement Services	376,079	357,275	(18,804)	1,516,577	2,137,904	621,328	4,665,083
Operations & Housekeeping							
Auto and Travel Expense	-	708	708	101	4,250	4,149	8,500
Dues & Memberships	-	67	67	5,025	400	(4,625)	800
Insurance	34,008	6,650	(27,358)	102,024	39,900	(62,124)	79,800
Janitorial/Trash Removal	1,500	1,533	33	7,626	9,200	1,574	18,400
Communications	2,120	-	(2,120)	2,120	-	(2,120)	-
Postage and Shipping	2,226	58	(2,168)	8,943	350	(8,593)	700
Total Operations & Housekeeping	39,854	9,017	(30,837)	125,839	54,100	(71,739)	108,200
Facilities, Repairs & Other Leases							
Rent	7,000	8,000	1,000	42,000	48,000	6,000	96,000

The Cottonwood School***Budget vs Actual***

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Equipment Leases	-	58	58	-	350	350	700
Other Leases	-	808	808	(937)	4,850	5,787	9,700
Repairs and Maintenance	-	1,208	1,208	(1,520)	7,250	8,770	14,500
Total Facilities, Repairs & Other Leases	7,000	10,075	3,075	39,543	60,450	20,907	120,900
Professional/Consulting Services							
IT	793	58	(735)	793	350	(443)	700
Legal	13,901	5,417	(8,484)	150,182	32,500	(117,682)	65,000
Professional Development	486	158	(328)	7,629	950	(6,679)	1,900
General Consulting	29,978	4,644	(25,334)	101,357	27,865	(73,492)	55,730
Special Activities	13,137	7,698	(5,439)	18,132	45,971	27,839	106,690
Bank Charges	872	280	(592)	5,462	1,540	(3,922)	3,220
Printing	-	50	50	-	275	275	575
Other Taxes and Fees	7,197	60	(7,137)	10,990	330	(10,660)	690
Payroll Service Fee	1,150	1,438	288	7,989	8,626	638	17,253
Management Fee	140,149	140,134	(15)	822,383	840,803	18,421	1,681,607
District Oversight Fee	-	56,753	56,753	-	248,827	248,827	660,057
SELPA Fees	-	-	-	3,062	-	(3,062)	-
Public Relations	-	125	125	2,494	750	(1,744)	1,500
Total Professional/Consulting Services	207,663	216,815	9,152	1,130,472	1,208,788	78,316	2,594,921
Depreciation							
Depreciation Expense	-	1,158	1,158	-	6,950	6,950	13,900
Total Depreciation	-	1,158	1,158	-	6,950	6,950	13,900
Interest							
Interest Expense	155	-	(155)	930	347,482	346,552	347,482
Total Interest	155	-	(155)	930	347,482	346,552	347,482
Total Expenses	\$ 2,000,582	\$ 1,894,913	\$ (105,669)	\$ 10,302,852	\$ 11,401,163	\$ 1,098,311	\$ 23,641,878
Change in Net Assets	11,405	154,660	(143,255)	(1,326,320)	(2,458,195)	1,131,875	601,888
Net Assets, Beginning of Period	418,994			1,756,719			
Net Assets, End of Period	\$ 430,399			\$ 430,399			

The Cottonwood School

Statement of Financial Position

December 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 1,713,304	\$ 3,381,345	\$ (1,668,041)	-49%
Accounts Receivable	26,496	1,465,569	(1,439,072)	-98%
Public Funding Receivables	478,304	3,536,238	(3,057,934)	-86%
Factored Receivables	-	(4,051,500)	4,051,500	-100%
Due To/From Related Parties	320,152	320,152	-	0%
Prepaid Expenses	291,804	35,427	256,376	724%
Total Current Assets	2,830,061	4,687,231	(1,857,171)	-40%
Long-Term Assets				
Deposits	213,056	113,056	100,000	88%
Total Long Term Assets	213,056	113,056	100,000	88%
Total Assets	\$ 3,043,117	\$ 4,800,287	\$ (1,757,171)	-37%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 581,356	\$ 969,541	\$ (388,185)	-40%
Accrued Liabilities	1,055,559	1,144,532	(88,973)	-8%
Deferred Revenue	45,378	-	45,378	0%
Notes Payable, Current Portion	92,950	92,950	-	0%
Total Current Liabilities	1,775,243	2,207,023	(431,780)	-20%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	837,475	836,545	930	0%
Total Long-Term Liabilities	837,475	836,545	930	0%
Total Liabilities	2,612,718	3,043,568	(430,850)	-14%
Total Net Assets	430,399	1,756,719	(1,326,320)	-75%
Total Liabilities and Net Assets	\$ 3,043,117	\$ 4,800,287	\$ (1,757,171)	-37%

The Cottonwood School

Statement of Cash Flows

For the period ended December 31, 2020

	Month Ended 12/31/20	YTD Ended 12/31/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 11,405	\$ (1,326,320)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	-	-
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	-	3,057,934
Grants, Contributions & Pledges Receivable	-	(2,612,428)
Prepaid Expenses	(4,013)	(256,376)
Other Assets	-	(100,000)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	107,181	(388,185)
Accrued Expenses	28,143	(88,973)
Deferred Revenue	(152,867)	45,378
Total Cash Flows from Operating Activities	(10,150)	(1,668,970)
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	155	930
Total Cash Flows from Financing Activities	155	930
Change in Cash & Cash Equivalents	(9,995)	(1,668,041)
Cash & Cash Equivalents, Beginning of Period	1,723,300	3,381,345
Cash and Cash Equivalents, End of Period	\$ 1,713,304	\$ 1,713,304

Cottonwood Charter

Check Register, Wells Fargo Bank account x9482

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10581	Elisabeth Johnson	12/22/2020	VOID
11536	Edmentum Inc	12/7/2020	VOID
12171	El Dorado County office of Education	12/1/2020	\$ 68.99
12172	El Dorado County office of Education	12/1/2020	97.68
12173	El Dorado County office of Education	12/1/2020	11.25
12174	El Dorado County office of Education	12/1/2020	196,711.98
12175	El Dorado County office of Education	12/1/2020	1.75
12176	A Brighter Child, Inc	12/3/2020	175.00
12177	Alona Kravchuk	12/3/2020	VOID
12178	Anastasia Piano Tutor Somicheva	12/3/2020	630.00
12179	Andrea Horne	12/3/2020	666.00
12180	Anne Marzo	12/3/2020	1,000.00
12181	Assiya Kistanova	12/3/2020	1,800.00
12182	Ballet Rejoice School for the Arts	12/3/2020	659.00
12183	Bennati's Martial Arts	12/3/2020	671.00
12184	Betty's Music Studio	12/3/2020	600.00
12185	Beverly Zorichak	12/3/2020	900.00
12189	BookShark	12/3/2020	18,639.58
12190	Brave Writer LLC	12/3/2020	468.00
12191	CCHAT Center	12/3/2020	740.00
12192	Charter Impact, Inc.	12/3/2020	1,259.25
12193	CharterSafe	12/3/2020	23,761.00
12194	Corban Learning Center	12/3/2020	1,480.00
12195	DBL Enterprises, Inc. dba Allstars Driving School	12/3/2020	49.00
12196	E-Therapy LLC	12/3/2020	2,685.75
12197	Educational Development Corporation	12/3/2020	114.90
12198	EMH Sports USA, Inc.	12/3/2020	680.00
12199	Evitta Gantt	12/3/2020	940.00
12200	Global Teletherapy	12/3/2020	53,459.50
12201	Growing Healthy Children Therapy Services, Inc.	12/3/2020	15,073.75
12202	Guitar Center, Inc.	12/3/2020	535.50
12203	Healing Pastures	12/3/2020	240.00
12204	Hear Say Speech and Language Services	12/3/2020	1,235.00
12205	Homeschool Spanish Academy	12/3/2020	2,098.00
12206	HomeschoolSupercenter.com	12/3/2020	419.00
12207	Inspire Learning Academy	12/3/2020	875.00
12208	Institute for Excellence in Writing	12/3/2020	2,010.82
12209	It Takes The Village	12/3/2020	1,982.50
12210	James Rainwater	12/3/2020	774.00
12211	Jane Johnson Speech Therapy	12/3/2020	2,310.00
12212	Jonathan Holowaty	12/3/2020	725.00
12213	K3 Syncopation, LLC	12/3/2020	1,432.20
12214	Karina Sheremet	12/3/2020	1,210.00
12215	KiwiCo, Inc	12/3/2020	16,513.54
12216	Kovar's Laguna	12/3/2020	976.00
12217	Kovars Martial Arts-Roseville	12/3/2020	VOID
12218	Learn Piano Live	12/3/2020	624.50
12219	Linda Henry	12/3/2020	660.00
12220	Lotus Educational Services, Inc.	12/3/2020	3,002.69
12221	Margaryta Chaplinska Art Studio	12/3/2020	650.00
12222	Math-U-See Inc.	12/3/2020	230.00
12223	McColgan & Assocaites Inc	12/3/2020	1,935.00
12224	Moving Beyond the Page	12/3/2020	1,534.85
12225	Music To Grow On, Music Therapy Services, INC	12/3/2020	330.00
12226	Oak Meadow Inc.	12/3/2020	760.00

Cottonwood Charter

Check Register, Wells Fargo Bank account x9482

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12227	Pear Deck Inc	12/3/2020	5,350.00
12228	Provenance	12/3/2020	112,241.51
12229	School Pathways, LLC	12/3/2020	8,694.23
12230	Shannon Draper's Music Studio	12/3/2020	670.00
12231	Sheri Joyce aka Well Read Fred Writing Classes	12/3/2020	660.00
12232	Shooting Stars Tutoring	12/3/2020	950.00
12233	Specialized Therapy Services, Inc.	12/3/2020	1,947.50
12234	Speech Therapy Associates	12/3/2020	118.00
12235	Studies Weekly	12/3/2020	32.12
12236	Teacher Synergy, LLC	12/3/2020	233.12
12237	Teaching Textbooks	12/3/2020	1,112.59
12238	The Curiosity Collective	12/3/2020	2,632.00
12239	Therapeutic Language Clinic, Inc.	12/3/2020	440.00
12240	Timberdoodle.com	12/3/2020	3,307.94
12241	Total Education Solutions	12/3/2020	1,227.50
12242	Viktoria Dzhumara	12/3/2020	720.00
12243	VocabularySpellingCity	12/3/2020	34.95
12244	Writing With Kris	12/3/2020	1,846.00
12245	Kandra Muallem	12/9/2020	937.50
12246	A Brighter Child, Inc	12/10/2020	752.01
12247	Alec Monterrojas	12/10/2020	240.00
12248	All About Learning Press, Inc.	12/10/2020	91.80
12249	Bennati's Martial Arts	12/10/2020	129.00
12250	BookShark	12/10/2020	558.37
12251	Brandy Ruscica	12/10/2020	97.50
12252	CB Music	12/10/2020	1,935.00
12253	Charter Impact, Inc.	12/10/2020	36,967.47
12254	CrossFit Roseville	12/10/2020	740.00
12255	Dana Jarrett	12/10/2020	360.00
12256	Drivers Ed Direct	12/10/2020	39.00
12257	Eaton Interpreting Services, Inc.	12/10/2020	4,050.00
12258	Educational Development Corporation	12/10/2020	234.96
12259	EMH Sports USA, Inc.	12/10/2020	1,020.00
12260	Emily Layher	12/10/2020	4,038.00
12261	Erie Cicelski	12/10/2020	2,508.00
12262	Evitta Gantt	12/10/2020	600.00
12263	Folsom Piano Academy	12/10/2020	112.00
12264	Galaxy Dance Arts, LLC	12/10/2020	VOID
12265	Gordon & Rees - Scully Mansukhani	12/10/2020	516.00
12266	Griffin Tutoring	12/10/2020	90.00
12267	Hands 4 Building, LLC	12/10/2020	428.97
12268	Hawkins School of Performing Arts	12/10/2020	653.00
12269	Haynes Family of Programs	12/10/2020	4,973.75
12270	Healing Pastures	12/10/2020	240.00
12271	Heather Williams	12/10/2020	70.00
12272	History Unboxed LLC	12/10/2020	1,014.06
12273	Home Tutoring Plus, Inc.	12/10/2020	913.00
12274	Institute for Excellence in Writing	12/10/2020	26.38
12275	Irina Samarina	12/10/2020	100.00
12276	Jabbergym	12/10/2020	6,763.00
12277	Jan Turton's Music	12/10/2020	195.00
12278	Jennifer Neufeld	12/10/2020	715.00
12279	Jennifier Androkitis	12/10/2020	4,485.00
12280	Kaizen Martial Arts Academy	12/10/2020	480.00
12281	Karina Sheremet	12/10/2020	225.00
12282	Kimberly Malta Tutoring	12/10/2020	360.00

Cottonwood Charter

Check Register, Wells Fargo Bank account x9482

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12283	KiwiCo, Inc	12/10/2020	5,938.83
12284	Kovar's Satori Academy - Carmichael	12/10/2020	1,277.00
12285	Kovars Martial Arts-Roseville	12/10/2020	1,768.00
12286	Lakeshore	12/10/2020	66.32
12287	Learn Piano Live	12/10/2020	1,490.00
12288	Lori Huck	12/10/2020	410.00
12289	Lotus Educational Services, Inc.	12/10/2020	1,373.50
12290	Mary Frederick	12/10/2020	2,970.00
12291	Mitchell Music Makers	12/10/2020	750.00
12292	Moving Beyond the Page	12/10/2020	31.42
12293	Nessy Learning LLC	12/10/2020	155.00
12294	Olga Petrenko	12/10/2020	2,310.00
12295	Olga Shabanov	12/10/2020	210.00
12296	Owings Martial Arts	12/10/2020	1,305.00
12297	Pacific Institute of Music	12/10/2020	3,600.00
12298	Precision Dance Center	12/10/2020	189.00
12299	PresenceLearning, Inc.	12/10/2020	100.20
12300	Provenance	12/10/2020	231,010.55
12301	Rainbow Resource Center	12/10/2020	1,027.70
12302	Ruth Buller	12/10/2020	495.00
12303	Sarah M. Darnell	12/10/2020	1,080.00
12304	School of Rock Elk Grove & Roseville	12/10/2020	975.00
12305	Singapore Math, Inc.	12/10/2020	342.02
12306	Summit Martial Arts and Leadership Academy	12/10/2020	100.00
12307	T-Mobile	12/10/2020	416.25
12308	Tatyana Tirziu	12/10/2020	1,575.00
12309	Teacher Synergy, LLC	12/10/2020	198.90
12310	The Lampo Group, LLC	12/10/2020	274.98
12311	Tinker's Coin Productions	12/10/2020	360.00
12312	Todd Weber Guitar Lessons	12/10/2020	120.00
12313	Toliy's Guitar	12/10/2020	1,600.00
12314	Tracy Ternes	12/10/2020	90.00
12315	WriteShop	12/10/2020	107.90
12316	Kovar's Satori Academy - Carmichael	12/11/2020	776.00
12317	Alina Kuchik	12/15/2020	960.00
12318	Kandra Muallem	12/17/2020	1,500.00
12319	Real Inspiration Inc	12/17/2020	846.00
12320	A Brighter Child, Inc	12/18/2020	210.00
12321	Alisher Sodikov	12/18/2020	175.00
12322	All About Learning Press, Inc.	12/18/2020	177.70
12324	BookShark	12/18/2020	6,037.08
12325	Brave Writer LLC	12/18/2020	587.00
12326	BrightThinker	12/18/2020	1,894.40
12327	Charter Impact, Inc.	12/18/2020	484.25
12328	CONFIDENTIAL	12/18/2020	52.32
12329	Desiree Harris	12/18/2020	100.00
12330	Eureka! Education by Cynthia	12/18/2020	132.00
12331	Golden State School Services	12/18/2020	483.00
12332	Institute for Excellence in Writing	12/18/2020	183.16
12333	JackKris Publishing, LLC	12/18/2020	100.01
12334	Jan Turton's Music	12/18/2020	100.00
12335	JC Nelson Supply Co	12/18/2020	101.65
12336	K3 Syncopation, LLC	12/18/2020	152.00
12337	Kimberly Malta Tutoring	12/18/2020	360.00
12338	Lakeshore	12/18/2020	712.29
12339	Leighton Dance Project	12/18/2020	218.00

Cottonwood Charter**Check Register, Wells Fargo Bank account x9482****For the period ended December 31, 2020**

Check Number	Vendor Name	Check Date	Check Amount
12340	Lola Sadikova	12/18/2020	320.00
12341	Love of Learning	12/18/2020	7,322.96
12342	Moving Beyond the Page	12/18/2020	260.17
12343	NewSongs Music	12/18/2020	1,118.00
12344	PresenceLearning, Inc.	12/18/2020	18,734.94
12345	PresenceLearning, Inc.	12/18/2020	45,032.25
12346	Provenance	12/18/2020	18,292.57
12347	Rachel Eldridge	12/18/2020	280.00
12348	Rainbow Resource Center	12/18/2020	195.62
12349	Starfall Education Foundation	12/18/2020	35.00
12350	Studies Weekly	12/18/2020	32.20
12351	Teacher Synergy, LLC	12/18/2020	6.75
12352	Teaching Textbooks	12/18/2020	1,623.20
12353	Timberdoodle.com	12/18/2020	1,192.30
12354	Voice Academy, LLC	12/18/2020	160.00
12355	Musical Mayhem Productions, Inc.	12/22/2020	1,072.00
12356	Elisabeth Johnson	12/22/2020	80.00
12357	Eric Hall & Associates LLC	12/22/2020	28,775.00
12358	Lakehills Community Covenant Church Inc	12/22/2020	7,000.00
12359	James Daniel MacKinnon	12/22/2020	\$ 1,500.00
Total Disbursements in December			<u>999,375.60</u>

The Cottonwood School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Absolute Mathematics	(TCS)-ABSM-gy3	11/28/2020	160.00	0.00	0.00	0.00	0.00	160.00
Absolute Mathematics	(TCS)-ABSM-vF2	1/1/2021	291.00	0.00	0.00	0.00	0.00	291.00
Urban Arts Youth	0000037	1/8/2021	157.50	0.00	0.00	0.00	0.00	157.50
Studio 24	00021106	1/1/2021	185.00	0.00	0.00	0.00	0.00	185.00
Procurify	0005460	1/30/2021	75,000.00	0.00	0.00	0.00	0.00	75,000.00
Voicewire LLC	001	12/31/2020	375.00	0.00	0.00	0.00	0.00	375.00
Alina Kuchik	002	12/31/2020	1,440.00	0.00	0.00	0.00	0.00	1,440.00
Desiree Harris	003	12/31/2020	170.00	0.00	0.00	0.00	0.00	170.00
Desiree Harris	005	1/14/2021	170.00	0.00	0.00	0.00	0.00	170.00
Culinary Comfort	008-2020	12/31/2020	160.00	0.00	0.00	0.00	0.00	160.00
Dean Eugene Perkins	010	11/24/2020	90.00	0.00	0.00	0.00	0.00	90.00
Dean Eugene Perkins	011	1/12/2021	90.00	0.00	0.00	0.00	0.00	90.00
Dean Eugene Perkins	012	1/12/2021	180.00	0.00	0.00	0.00	0.00	180.00
Emily Layher	020	1/8/2021	640.00	0.00	0.00	0.00	0.00	640.00
Corban Learning Center	021	12/30/2020	1,480.00	0.00	0.00	0.00	0.00	1,480.00
Pamelot a School of Dance	021-PSD2020	1/5/2021	600.00	0.00	0.00	0.00	0.00	600.00
Pamelot a School of Dance	022-PSD2020	1/5/2021	120.00	0.00	0.00	0.00	0.00	120.00
Pamelot a School of Dance	023-PSD2020	1/5/2021	120.00	0.00	0.00	0.00	0.00	120.00
Pamelot a School of Dance	028-PSD2020	1/5/2021	120.00	0.00	0.00	0.00	0.00	120.00
Jonathan Holowaty	050	12/30/2020	425.00	0.00	0.00	0.00	0.00	425.00
Ballet Rejoice School for the Arts	0578	12/9/2020	487.00	0.00	0.00	0.00	0.00	487.00
The Music Store	06	1/13/2021	450.00	0.00	0.00	0.00	0.00	450.00
Math-U-See Inc.	0677997-IN	1/10/2021	123.00	0.00	0.00	0.00	0.00	123.00
Math-U-See Inc.	0678003-IN	1/10/2021	58.00	0.00	0.00	0.00	0.00	58.00
Math-U-See Inc.	0678614-IN	1/15/2021	59.00	0.00	0.00	0.00	0.00	59.00
Math-U-See Inc.	0679544-IN	1/19/2021	308.00	0.00	0.00	0.00	0.00	308.00
Math-U-See Inc.	0679549-IN	1/19/2021	112.00	0.00	0.00	0.00	0.00	112.00
Math-U-See Inc.	0679651-IN	1/19/2021	82.00	0.00	0.00	0.00	0.00	82.00
Math-U-See Inc.	0680626-IN	1/31/2021	58.00	0.00	0.00	0.00	0.00	58.00
Math-U-See Inc.	0681956-IN	2/9/2021	109.00	0.00	0.00	0.00	0.00	109.00
eat2explore	100800	12/18/2020	109.84	0.00	0.00	0.00	0.00	109.84
eat2explore	100814	1/8/2021	314.52	0.00	0.00	0.00	0.00	314.52
eat2explore	100815	1/9/2021	314.52	0.00	0.00	0.00	0.00	314.52
Laura Stetsenko	101	1/1/2021	1,080.00	0.00	0.00	0.00	0.00	1,080.00

The Cottonwood School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Sacramento Spark	102	1/1/2021	1,188.05	0.00	0.00	0.00	0.00	1,188.05
Lisa Hindmarsh	105	1/10/2021	896.00	0.00	0.00	0.00	0.00	896.00
Jackris Publishing, LLC	1063	12/18/2020	32.99	0.00	0.00	0.00	0.00	32.99
Jackris Publishing, LLC	1064	12/18/2020	32.99	0.00	0.00	0.00	0.00	32.99
Home Science Tools	1081404A	1/9/2021	94.63	0.00	0.00	0.00	0.00	94.63
Home Science Tools	1081405A	1/9/2021	83.39	0.00	0.00	0.00	0.00	83.39
Home Science Tools	1081406A	1/9/2021	66.96	0.00	0.00	0.00	0.00	66.96
Home Science Tools	1081425A	1/9/2021	78.01	0.00	0.00	0.00	0.00	78.01
Home Science Tools	1081426A	1/9/2021	48.78	0.00	0.00	0.00	0.00	48.78
Jackris Publishing, LLC	1083	1/10/2021	21.99	0.00	0.00	0.00	0.00	21.99
Home Science Tools	1083735A	1/14/2021	57.53	0.00	0.00	0.00	0.00	57.53
Home Science Tools	1083736A	1/14/2021	222.40	0.00	0.00	0.00	0.00	222.40
Jackris Publishing, LLC	1084	1/10/2021	39.08	0.00	0.00	0.00	0.00	39.08
Mystery Science Inc.	111897	1/3/2021	69.00	0.00	0.00	0.00	0.00	69.00
Rocklin Music Academy	11282020	12/28/2020	1,055.00	0.00	0.00	0.00	0.00	1,055.00
Oak Meadow Inc.	116456	1/7/2021	69.20	0.00	0.00	0.00	0.00	69.20
Oak Meadow Inc.	116543	1/9/2021	513.00	0.00	0.00	0.00	0.00	513.00
LEGO Education	1190447902	2/1/2021	603.24	0.00	0.00	0.00	0.00	603.24
Becker Academy of Guitar	11a cimpan	12/10/2020	150.00	0.00	0.00	0.00	0.00	150.00
Kaitlyn Brennan	12020	12/24/2020	428.00	0.00	0.00	0.00	0.00	428.00
Rocklin Music Academy	12152020	1/14/2021	1,810.00	0.00	0.00	0.00	0.00	1,810.00
Jennifer Neufeld	122020CS	1/3/2021	192.50	0.00	0.00	0.00	0.00	192.50
Jan Turton's Music	1220CWS	12/19/2020	295.00	0.00	0.00	0.00	0.00	295.00
Young Talents Music School	1231	1/6/2021	595.00	0.00	0.00	0.00	0.00	595.00
R & D Educational Systems Inc	12356	12/31/2020	149.00	0.00	0.00	0.00	0.00	149.00
Becker Music Studio, Inc	12b Henning	1/15/2021	32.24	0.00	0.00	0.00	0.00	32.24
James Rainwater	13	1/16/2021	599.00	0.00	0.00	0.00	0.00	599.00
Jabbergym	13211	1/6/2021	5,727.00	0.00	0.00	0.00	0.00	5,727.00
Heather Williams	1336	12/31/2020	70.00	0.00	0.00	0.00	0.00	70.00
Arabic Homeschool	1341	12/31/2020	482.00	0.00	0.00	0.00	0.00	482.00
Beautiful Feet Books, Inc.	13440	12/25/2020	284.69	0.00	0.00	0.00	0.00	284.69
Beautiful Feet Books, Inc.	13454	1/2/2021	238.39	0.00	0.00	0.00	0.00	238.39
Teacher Synergy, LLC	136359605	12/22/2020	1.87	0.00	0.00	0.00	0.00	1.87
Teacher Synergy, LLC	136494782	12/23/2020	24.60	0.00	0.00	0.00	0.00	24.60
Teacher Synergy, LLC	136494972	12/23/2020	28.80	0.00	0.00	0.00	0.00	28.80

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Teacher Synergy, LLC	136529788	12/23/2020	99.60	0.00	0.00	0.00	0.00	99.60
Teacher Synergy, LLC	136703990	12/24/2020	8.25	0.00	0.00	0.00	0.00	8.25
Teacher Synergy, LLC	136727783	12/24/2020	7.50	0.00	0.00	0.00	0.00	7.50
Teacher Synergy, LLC	136738969	12/24/2020	4.00	0.00	0.00	0.00	0.00	4.00
Teacher Synergy, LLC	136739047	12/24/2020	12.49	0.00	0.00	0.00	0.00	12.49
Teacher Synergy, LLC	136750924	12/25/2020	6.00	0.00	0.00	0.00	0.00	6.00
Teacher Synergy, LLC	137720622	1/10/2021	45.00	0.00	0.00	0.00	0.00	45.00
Teacher Synergy, LLC	137960997	1/4/2021	11.25	0.00	0.00	0.00	0.00	11.25
Teacher Synergy, LLC	137973017	1/4/2021	63.00	0.00	0.00	0.00	0.00	63.00
Teacher Synergy, LLC	137973968	1/4/2021	33.26	0.00	0.00	0.00	0.00	33.26
Teacher Synergy, LLC	138267763	1/6/2021	5.75	0.00	0.00	0.00	0.00	5.75
Monica Zarate	14	12/30/2020	135.00	0.00	0.00	0.00	0.00	135.00
Lisa Stewart	15	12/30/2020	290.00	0.00	0.00	0.00	0.00	290.00
K3 Syncopation, LLC	150	12/25/2020	228.00	0.00	0.00	0.00	0.00	228.00
Lisa Stewart	16	1/17/2021	290.00	0.00	0.00	0.00	0.00	290.00
E-Therapy LLC	16233	12/30/2020	854.25	0.00	0.00	0.00	0.00	854.25
Todd Weber Guitar Lessons	1625	1/14/2021	120.00	0.00	0.00	0.00	0.00	120.00
Todd Weber Guitar Lessons	1626	1/14/2021	120.00	0.00	0.00	0.00	0.00	120.00
Todd Weber Guitar Lessons	1627	1/14/2021	120.00	0.00	0.00	0.00	0.00	120.00
CB Music	16361	1/14/2021	3,272.00	0.00	0.00	0.00	0.00	3,272.00
The Critical Thinking Co.	165795A	1/6/2021	126.45	0.00	0.00	0.00	0.00	126.45
Lotus Educational Services, Inc.	1692	12/23/2020	1,176.12	0.00	0.00	0.00	0.00	1,176.12
Vadim Geletyuk	16P	1/15/2021	120.00	0.00	0.00	0.00	0.00	120.00
JJ Music Lessons	17	1/10/2021	320.00	0.00	0.00	0.00	0.00	320.00
VocabularySpellingCity	1742487	12/24/2020	34.95	0.00	0.00	0.00	0.00	34.95
EMH Sports USA, Inc.	182-239038-11	1/6/2021	680.00	0.00	0.00	0.00	0.00	680.00
Karina Sheremet	1940	1/16/2021	810.00	0.00	0.00	0.00	0.00	810.00
Hands 4 Building, LLC	1956	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1957	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1958	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1959	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1960	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1961	1/13/2021	142.99	0.00	0.00	0.00	0.00	142.99
Hands 4 Building, LLC	1988	1/15/2021	246.98	0.00	0.00	0.00	0.00	246.98
Spotlight Music Lessons	2	12/14/2020	744.00	0.00	0.00	0.00	0.00	744.00

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Jaimee Wadman	20-0176	12/30/2020	280.00	0.00	0.00	0.00	0.00	280.00
Jaimee Wadman	20-0185	1/16/2021	160.00	0.00	0.00	0.00	0.00	160.00
eDynamic Learning	20-2336	1/14/2021	85.00	0.00	0.00	0.00	0.00	85.00
eDynamic Learning	20-2341	1/14/2021	275.00	0.00	0.00	0.00	0.00	275.00
eDynamic Learning	20-2342	1/14/2021	85.00	0.00	0.00	0.00	0.00	85.00
Silicon Valley High School Inc	20-2478	11/5/2020	190.00	0.00	0.00	0.00	0.00	190.00
Silicon Valley High School Inc	20-2479	11/5/2020	95.00	0.00	0.00	0.00	0.00	95.00
Silicon Valley High School Inc	20-2480	11/5/2020	285.00	0.00	0.00	0.00	0.00	285.00
Silicon Valley High School Inc	20-2481	11/5/2020	285.00	0.00	0.00	0.00	0.00	285.00
Silicon Valley High School Inc	20-2482	11/4/2020	285.00	0.00	0.00	0.00	0.00	285.00
Silicon Valley High School Inc	20-2483	11/5/2020	190.00	0.00	0.00	0.00	0.00	190.00
Silicon Valley High School Inc	20-2484	11/4/2020	95.00	0.00	0.00	0.00	0.00	95.00
Silicon Valley High School Inc	20-2485	11/5/2020	95.00	0.00	0.00	0.00	0.00	95.00
Silicon Valley High School Inc	20-2486	11/5/2020	95.00	0.00	0.00	0.00	0.00	95.00
Silicon Valley High School Inc	20-2487	11/5/2020	95.00	0.00	0.00	0.00	0.00	95.00
Silicon Valley High School Inc	20-2488	11/5/2020	190.00	0.00	0.00	0.00	0.00	190.00
Silicon Valley High School Inc	20-2489	11/5/2020	380.00	0.00	0.00	0.00	0.00	380.00
Silicon Valley High School Inc	20-3137	11/16/2020	190.00	0.00	0.00	0.00	0.00	190.00
El Dorado County office of Education	20012525	12/30/2020	37.89	0.00	0.00	0.00	0.00	37.89
TouchMath Acquisition LLC	200189528	10/21/2020	50.00	0.00	0.00	0.00	0.00	50.00
TouchMath Acquisition LLC	200190340	1/10/2021	89.00	0.00	0.00	0.00	0.00	89.00
Leighton Dance Project	201111	12/4/2020	250.00	0.00	0.00	0.00	0.00	250.00
West Point Driving School	201211	12/11/2020	20.00	0.00	0.00	0.00	0.00	20.00
Erie Cicelski	20180937	12/18/2020	480.00	0.00	0.00	0.00	0.00	480.00
Pushpa	2020-348871	11/11/2020	105.00	0.00	0.00	0.00	0.00	105.00
Pushpa	2020-361249	11/11/2020	140.00	0.00	0.00	0.00	0.00	140.00
Owings Martial Arts	2020-366068	12/12/2020	105.00	0.00	0.00	0.00	0.00	105.00
Owings Martial Arts	2020-366069	12/12/2020	105.00	0.00	0.00	0.00	0.00	105.00
Pushpa	2020-383799	11/10/2020	140.00	0.00	0.00	0.00	0.00	140.00
Frieda Yang	202010-F.Fountain	12/24/2020	360.00	0.00	0.00	0.00	0.00	360.00
The Cottonwood School	202011 CWS	1/12/2021	10,600.00	0.00	0.00	0.00	0.00	10,600.00
Frieda Yang	202011-E.Fountain	12/24/2020	450.00	0.00	0.00	0.00	0.00	450.00
Frieda Yang	202011-M.Fountain	12/24/2020	450.00	0.00	0.00	0.00	0.00	450.00
Love of Learning	202011C CWS	12/26/2020	1,410.00	0.00	0.00	0.00	0.00	1,410.00
Frieda Yang	202012-Gerardo	1/10/2021	264.00	0.00	0.00	0.00	0.00	264.00

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Tinker's Coin Productions	20201204-2	1/1/2021	270.00	0.00	0.00	0.00	0.00	270.00
Joy L Stevans	202021-05 ICS	1/15/2021	250.00	0.00	0.00	0.00	0.00	250.00
Joy L Stevans	202021-06 ICS	1/15/2021	250.00	0.00	0.00	0.00	0.00	250.00
Kovars Martial Arts-Roseville	2020Nov/Dec	1/7/2021	938.00	0.00	0.00	0.00	0.00	938.00
Sherry Luiz	202101	1/3/2021	325.00	0.00	0.00	0.00	0.00	325.00
Galaxy Dance Arts, LLC	2052	1/13/2021	149.50	0.00	0.00	0.00	0.00	149.50
Galaxy Dance Arts, LLC	2053	1/13/2021	75.00	0.00	0.00	0.00	0.00	75.00
Galaxy Dance Arts, LLC	2054	1/13/2021	124.50	0.00	0.00	0.00	0.00	124.50
Galaxy Dance Arts, LLC	2055	1/13/2021	75.00	0.00	0.00	0.00	0.00	75.00
Galaxy Dance Arts, LLC	2056	1/13/2021	249.00	0.00	0.00	0.00	0.00	249.00
Gordon & Rees - Scully Mansukhani	20863819	11/11/2020	556.40	0.00	0.00	0.00	0.00	556.40
It Takes The Village	21118	12/24/2020	195.00	0.00	0.00	0.00	0.00	195.00
It Takes The Village	21119	12/24/2020	292.50	0.00	0.00	0.00	0.00	292.50
Art of Problem Solving	216327	12/17/2020	96.00	0.00	0.00	0.00	0.00	96.00
Art of Problem Solving	216496	12/31/2020	34.48	0.00	0.00	0.00	0.00	34.48
Kaitlyn Brennan	22020	1/10/2021	72.00	0.00	0.00	0.00	0.00	72.00
Alexandra Sokolov	231	1/6/2021	450.00	0.00	0.00	0.00	0.00	450.00
Alexandra Sokolov	232	1/6/2021	450.00	0.00	0.00	0.00	0.00	450.00
Olga Petrenko	233	1/7/2021	525.00	0.00	0.00	0.00	0.00	525.00
Olga Petrenko	236	1/15/2021	210.00	0.00	0.00	0.00	0.00	210.00
Olga Petrenko	237	1/15/2021	210.00	0.00	0.00	0.00	0.00	210.00
Olga Petrenko	238	1/15/2021	210.00	0.00	0.00	0.00	0.00	210.00
Moving Beyond the Page	238671	12/17/2020	83.63	0.00	0.00	0.00	0.00	83.63
Moving Beyond the Page	238720	12/18/2020	185.69	0.00	0.00	0.00	0.00	185.69
Moving Beyond the Page	238781	12/18/2020	826.12	0.00	0.00	0.00	0.00	826.12
Moving Beyond the Page	238921	12/19/2020	177.40	0.00	0.00	0.00	0.00	177.40
Olga Petrenko	239	1/15/2021	210.00	0.00	0.00	0.00	0.00	210.00
Moving Beyond the Page	239014	12/19/2020	344.45	0.00	0.00	0.00	0.00	344.45
Moving Beyond the Page	239108	12/19/2020	75.46	0.00	0.00	0.00	0.00	75.46
Moving Beyond the Page	239144	12/19/2020	145.86	0.00	0.00	0.00	0.00	145.86
Moving Beyond the Page	239155	12/19/2020	88.32	0.00	0.00	0.00	0.00	88.32
Moving Beyond the Page	239184	12/20/2020	246.35	0.00	0.00	0.00	0.00	246.35
Moving Beyond the Page	239543	12/24/2020	193.03	0.00	0.00	0.00	0.00	193.03
Moving Beyond the Page	241188	1/8/2021	38.80	0.00	0.00	0.00	0.00	38.80
Moving Beyond the Page	241208	1/8/2021	541.41	0.00	0.00	0.00	0.00	541.41

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Moving Beyond the Page	241210	1/8/2021	39.71	0.00	0.00	0.00	0.00	39.71
Moving Beyond the Page	241212	1/8/2021	486.49	0.00	0.00	0.00	0.00	486.49
Moving Beyond the Page	241294	1/8/2021	35.84	0.00	0.00	0.00	0.00	35.84
Moving Beyond the Page	241551	1/9/2021	11.99	0.00	0.00	0.00	0.00	11.99
Moving Beyond the Page	241667	1/9/2021	25.40	0.00	0.00	0.00	0.00	25.40
Moving Beyond the Page	241916	1/9/2021	38.44	0.00	0.00	0.00	0.00	38.44
Moving Beyond the Page	241962	1/10/2021	19.22	0.00	0.00	0.00	0.00	19.22
Moving Beyond the Page	241965	1/10/2021	29.34	0.00	0.00	0.00	0.00	29.34
Moving Beyond the Page	241966	1/10/2021	161.10	0.00	0.00	0.00	0.00	161.10
Moving Beyond the Page	242597	1/13/2021	16.23	0.00	0.00	0.00	0.00	16.23
Moving Beyond the Page	242620	1/13/2021	35.01	0.00	0.00	0.00	0.00	35.01
Moving Beyond the Page	242678	1/14/2021	35.33	0.00	0.00	0.00	0.00	35.33
Moving Beyond the Page	242762	1/14/2021	215.79	0.00	0.00	0.00	0.00	215.79
Moving Beyond the Page	242765	1/14/2021	29.87	0.00	0.00	0.00	0.00	29.87
Lakeshore	2454631120	12/16/2020	147.55	0.00	0.00	0.00	0.00	147.55
Alexandr Popov	2477860	1/6/2021	4,200.00	0.00	0.00	0.00	0.00	4,200.00
Rainbow Resource Center	249203	1/10/2021	90.77	0.00	0.00	0.00	0.00	90.77
Anastasia Piano Tutor Somicheva	27	1/8/2021	420.00	0.00	0.00	0.00	0.00	420.00
Irina Samarina	270	1/13/2021	200.00	0.00	0.00	0.00	0.00	200.00
Lakeshore	2719441120	12/20/2020	61.35	0.00	0.00	0.00	0.00	61.35
Voice Academy, LLC	28	12/24/2020	160.00	0.00	0.00	0.00	0.00	160.00
8x8 Inc.	2842600	12/31/2020	613.21	0.00	0.00	0.00	0.00	613.21
Nicole the Math Lady, LLC	2856	12/21/2020	79.00	0.00	0.00	0.00	0.00	79.00
Nicole the Math Lady, LLC	2863	12/21/2020	79.00	0.00	0.00	0.00	0.00	79.00
Nicole the Math Lady, LLC	2910	1/10/2021	129.00	0.00	0.00	0.00	0.00	129.00
Lakeshore	2916561120	12/19/2020	185.08	0.00	0.00	0.00	0.00	185.08
Day by Day Spanish	30007	1/13/2021	1,960.00	0.00	0.00	0.00	0.00	1,960.00
Teaching Textbooks	30117	11/1/2020	55.08	0.00	0.00	0.00	0.00	55.08
Lakeshore	3020671120	12/23/2020	91.67	0.00	0.00	0.00	0.00	91.67
Learning A-Z	3031660	12/23/2020	230.90	0.00	0.00	0.00	0.00	230.90
Total Education Solutions	3053818	12/18/2020	3,180.00	0.00	0.00	0.00	0.00	3,180.00
Outside the Box Creation	3069	1/14/2021	263.68	0.00	0.00	0.00	0.00	263.68
Teaching Textbooks	30956	10/30/2020	100.26	0.00	0.00	0.00	0.00	100.26
Teaching Textbooks	30979	10/31/2020	167.13	0.00	0.00	0.00	0.00	167.13
Teaching Textbooks	30981	10/31/2020	57.18	0.00	0.00	0.00	0.00	57.18

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Teaching Textbooks	30999	10/31/2020	100.26	0.00	0.00	0.00	0.00	100.26
DNA Dance Collective	310	1/9/2021	1,200.00	0.00	0.00	0.00	0.00	1,200.00
BookShark	31010029	8/5/2020	308.00	0.00	0.00	0.00	0.00	308.00
BookShark	31011269	8/8/2020	53.61	0.00	0.00	0.00	0.00	53.61
Teaching Textbooks	31014	10/31/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31066	10/31/2020	67.08	0.00	0.00	0.00	0.00	67.08
Teaching Textbooks	31067	10/31/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31072	10/31/2020	43.08	0.00	0.00	0.00	0.00	43.08
Teaching Textbooks	31081	10/31/2020	43.08	0.00	0.00	0.00	0.00	43.08
BookShark	31093023	12/20/2020	125.46	0.00	0.00	0.00	0.00	125.46
BookShark	31095474	1/1/2021	59.22	0.00	0.00	0.00	0.00	59.22
BookShark	31096875	1/2/2021	6.39	0.00	0.00	0.00	0.00	6.39
BookShark	31096934	1/2/2021	72.81	0.00	0.00	0.00	0.00	72.81
BookShark	31097594	1/3/2021	902.65	0.00	0.00	0.00	0.00	902.65
BookShark	31098283	1/3/2021	4.99	0.00	0.00	0.00	0.00	4.99
BookShark	31098857	1/8/2021	135.09	0.00	0.00	0.00	0.00	135.09
BookShark	31098859	1/8/2021	109.35	0.00	0.00	0.00	0.00	109.35
Teaching Textbooks	31100	10/31/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31108	10/31/2020	57.18	0.00	0.00	0.00	0.00	57.18
DNA Dance Collective	312	1/4/2021	600.00	0.00	0.00	0.00	0.00	600.00
Teaching Textbooks	31225	10/31/2020	43.08	0.00	0.00	0.00	0.00	43.08
Teaching Textbooks	31227	10/31/2020	67.08	0.00	0.00	0.00	0.00	67.08
Teaching Textbooks	31228	10/31/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31229	11/1/2020	67.08	0.00	0.00	0.00	0.00	67.08
Teaching Textbooks	31358	11/1/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31455	11/1/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31456	11/1/2020	67.08	0.00	0.00	0.00	0.00	67.08
Lab Rat Academy	315	1/6/2021	695.00	0.00	0.00	0.00	0.00	695.00
Rainbow Resource Center	3151190	12/18/2020	62.72	0.00	0.00	0.00	0.00	62.72
Rainbow Resource Center	3155051	12/18/2020	41.33	0.00	0.00	0.00	0.00	41.33
Rainbow Resource Center	3155057	12/18/2020	194.44	0.00	0.00	0.00	0.00	194.44
Rainbow Resource Center	3155074	12/18/2020	194.99	0.00	0.00	0.00	0.00	194.99
Rainbow Resource Center	3155087	12/18/2020	252.45	0.00	0.00	0.00	0.00	252.45
Teaching Textbooks	31590	11/1/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31620	11/4/2020	43.08	0.00	0.00	0.00	0.00	43.08

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Teaching Textbooks	31659	11/4/2020	199.95	0.00	0.00	0.00	0.00	199.95
Teaching Textbooks	31735	11/11/2020	80.93	0.00	0.00	0.00	0.00	80.93
Teaching Textbooks	31800	11/12/2020	167.13	0.00	0.00	0.00	0.00	167.13
Teaching Textbooks	31808	11/12/2020	167.13	0.00	0.00	0.00	0.00	167.13
Teaching Textbooks	31836	11/12/2020	67.08	0.00	0.00	0.00	0.00	67.08
Teaching Textbooks	31837	11/12/2020	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	31860	11/12/2020	107.10	0.00	0.00	0.00	0.00	107.10
Teaching Textbooks	31870	11/12/2020	77.18	0.00	0.00	0.00	0.00	77.18
Teaching Textbooks	31948	11/12/2020	172.88	0.00	0.00	0.00	0.00	172.88
Teaching Textbooks	31957	11/12/2020	43.08	0.00	0.00	0.00	0.00	43.08
Teaching Textbooks	31976	11/12/2020	200.32	0.00	0.00	0.00	0.00	200.32
Teaching Textbooks	32049	11/12/2020	55.08	0.00	0.00	0.00	0.00	55.08
Rainbow Resource Center	3205140	12/17/2020	99.27	0.00	0.00	0.00	0.00	99.27
Rainbow Resource Center	3208473	12/18/2020	13.75	0.00	0.00	0.00	0.00	13.75
Rainbow Resource Center	3209609	12/19/2020	134.78	0.00	0.00	0.00	0.00	134.78
Rainbow Resource Center	3209610	12/19/2020	37.30	0.00	0.00	0.00	0.00	37.30
Rainbow Resource Center	3209611	12/19/2020	195.94	0.00	0.00	0.00	0.00	195.94
Rainbow Resource Center	3209612	12/19/2020	195.94	0.00	0.00	0.00	0.00	195.94
Rainbow Resource Center	3209613	12/19/2020	50.95	0.00	0.00	0.00	0.00	50.95
Rainbow Resource Center	3210324	12/19/2020	121.23	0.00	0.00	0.00	0.00	121.23
Rainbow Resource Center	3210326	12/19/2020	38.15	0.00	0.00	0.00	0.00	38.15
Rainbow Resource Center	3210330	12/18/2020	38.15	0.00	0.00	0.00	0.00	38.15
Rainbow Resource Center	3212442	12/20/2020	102.53	0.00	0.00	0.00	0.00	102.53
Rainbow Resource Center	3213221	12/23/2020	42.18	0.00	0.00	0.00	0.00	42.18
Rainbow Resource Center	3213453	12/23/2020	39.72	0.00	0.00	0.00	0.00	39.72
Lakeshore	3213661120	12/24/2020	145.41	0.00	0.00	0.00	0.00	145.41
Rainbow Resource Center	3213947	12/23/2020	166.44	0.00	0.00	0.00	0.00	166.44
Rainbow Resource Center	3213948	12/23/2020	63.82	0.00	0.00	0.00	0.00	63.82
Rainbow Resource Center	3228679	12/31/2020	42.45	0.00	0.00	0.00	0.00	42.45
Rainbow Resource Center	3230451	1/1/2021	93.11	0.00	0.00	0.00	0.00	93.11
Rainbow Resource Center	3230457	1/1/2021	78.64	0.00	0.00	0.00	0.00	78.64
Rainbow Resource Center	3230461	1/1/2021	67.05	0.00	0.00	0.00	0.00	67.05
Rainbow Resource Center	3230468	1/1/2021	48.35	0.00	0.00	0.00	0.00	48.35
Rainbow Resource Center	3230472	1/1/2021	28.90	0.00	0.00	0.00	0.00	28.90
Rainbow Resource Center	3230479	12/31/2020	36.89	0.00	0.00	0.00	0.00	36.89

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Rainbow Resource Center	3230482	1/1/2021	48.47	0.00	0.00	0.00	0.00	48.47
Rainbow Resource Center	3230493	1/1/2021	43.38	0.00	0.00	0.00	0.00	43.38
Rainbow Resource Center	3233029	1/2/2021	107.13	0.00	0.00	0.00	0.00	107.13
Rainbow Resource Center	3233742	1/2/2021	92.31	0.00	0.00	0.00	0.00	92.31
Rainbow Resource Center	3233748	1/2/2021	72.50	0.00	0.00	0.00	0.00	72.50
Rainbow Resource Center	3237259	1/6/2021	206.01	0.00	0.00	0.00	0.00	206.01
Rainbow Resource Center	3237265	1/6/2021	451.70	0.00	0.00	0.00	0.00	451.70
Rainbow Resource Center	3246467	1/8/2021	19.35	0.00	0.00	0.00	0.00	19.35
Rainbow Resource Center	3246469	1/8/2021	90.09	0.00	0.00	0.00	0.00	90.09
Rainbow Resource Center	3246473	1/8/2021	421.58	0.00	0.00	0.00	0.00	421.58
Rainbow Resource Center	3246475	1/8/2021	379.61	0.00	0.00	0.00	0.00	379.61
Rainbow Resource Center	3246478	1/8/2021	310.93	0.00	0.00	0.00	0.00	310.93
Rainbow Resource Center	3246480	1/8/2021	220.22	0.00	0.00	0.00	0.00	220.22
Rainbow Resource Center	3248151	1/9/2021	54.69	0.00	0.00	0.00	0.00	54.69
Rainbow Resource Center	3249184	1/10/2021	338.13	0.00	0.00	0.00	0.00	338.13
Rainbow Resource Center	3249190	1/10/2021	259.98	0.00	0.00	0.00	0.00	259.98
Rainbow Resource Center	3249193	1/10/2021	112.16	0.00	0.00	0.00	0.00	112.16
Rainbow Resource Center	3249196	1/10/2021	221.90	0.00	0.00	0.00	0.00	221.90
Rainbow Resource Center	3249201	1/10/2021	130.65	0.00	0.00	0.00	0.00	130.65
Rainbow Resource Center	3250624	1/13/2021	139.94	0.00	0.00	0.00	0.00	139.94
Rainbow Resource Center	3250626	1/13/2021	477.84	0.00	0.00	0.00	0.00	477.84
Rainbow Resource Center	3250627	1/13/2021	612.44	0.00	0.00	0.00	0.00	612.44
Rainbow Resource Center	3250628	1/13/2021	102.63	0.00	0.00	0.00	0.00	102.63
Rainbow Resource Center	3250629	1/13/2021	217.11	0.00	0.00	0.00	0.00	217.11
Rainbow Resource Center	3250630	1/13/2021	53.16	0.00	0.00	0.00	0.00	53.16
Rainbow Resource Center	3250632	1/13/2021	57.64	0.00	0.00	0.00	0.00	57.64
Rainbow Resource Center	3250715	1/13/2021	25.68	0.00	0.00	0.00	0.00	25.68
Rainbow Resource Center	3256131	1/15/2021	80.38	0.00	0.00	0.00	0.00	80.38
Rainbow Resource Center	3256133	1/15/2021	54.69	0.00	0.00	0.00	0.00	54.69
Rainbow Resource Center	3256137	1/15/2021	165.48	0.00	0.00	0.00	0.00	165.48
Rainbow Resource Center	3256140	1/15/2021	83.56	0.00	0.00	0.00	0.00	83.56
Teaching Textbooks	32900	1/7/2021	55.08	0.00	0.00	0.00	0.00	55.08
Teaching Textbooks	32901	1/7/2021	43.08	0.00	0.00	0.00	0.00	43.08
Teaching Textbooks	32902	1/7/2021	55.08	0.00	0.00	0.00	0.00	55.08
Bitsbox	3295	12/2/2020	251.70	0.00	0.00	0.00	0.00	251.70

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Bitsbox	3304	12/3/2020	167.70	0.00	0.00	0.00	0.00	167.70
Lakeshore	3328791120	12/28/2020	45.58	0.00	0.00	0.00	0.00	45.58
Timberdoodle.com	334672	9/27/2020	783.07	0.00	0.00	0.00	0.00	783.07
Bitsbox	3352	1/14/2021	299.40	0.00	0.00	0.00	0.00	299.40
Timberdoodle.com	340083	10/30/2020	1,187.05	0.00	0.00	0.00	0.00	1,187.05
Kim Snow's Music Studio	3457	1/10/2021	140.00	0.00	0.00	0.00	0.00	140.00
Kim Snow's Music Studio	3462	1/10/2021	140.00	0.00	0.00	0.00	0.00	140.00
Kim Snow's Music Studio	3466	1/10/2021	140.00	0.00	0.00	0.00	0.00	140.00
Timberdoodle.com	349956	12/31/2020	87.75	0.00	0.00	0.00	0.00	87.75
Timberdoodle.com	350659	1/4/2021	108.72	0.00	0.00	0.00	0.00	108.72
Timberdoodle.com	351166	1/9/2021	141.95	0.00	0.00	0.00	0.00	141.95
Therapeutic Language Clinic, Inc.	3532	12/30/2020	330.00	0.00	0.00	0.00	0.00	330.00
NewSongs Music	35992	12/31/2020	144.00	0.00	0.00	0.00	0.00	144.00
The Curiosity Collective	36	1/7/2021	660.00	0.00	0.00	0.00	0.00	660.00
NewSongs Music	36043	12/31/2020	144.00	0.00	0.00	0.00	0.00	144.00
NewSongs Music	36046	12/1/2020	144.00	0.00	0.00	0.00	0.00	144.00
NewSongs Music	36807	12/31/2020	144.00	0.00	0.00	0.00	0.00	144.00
NewSongs Music	37084	12/31/2020	144.00	0.00	0.00	0.00	0.00	144.00
Jane Johnson Speech Therapy	37313	12/30/2020	825.00	0.00	0.00	0.00	0.00	825.00
Jane Johnson Speech Therapy	37314	12/30/2020	495.00	0.00	0.00	0.00	0.00	495.00
Jane Johnson Speech Therapy	37315	12/30/2020	125.00	0.00	0.00	0.00	0.00	125.00
Jane Johnson Speech Therapy	37316	12/30/2020	1,100.00	0.00	0.00	0.00	0.00	1,100.00
Jane Johnson Speech Therapy	37317	12/30/2020	250.00	0.00	0.00	0.00	0.00	250.00
Jane Johnson Speech Therapy	37320	12/30/2020	55.00	0.00	0.00	0.00	0.00	55.00
Studies Weekly	374825	12/18/2020	32.27	0.00	0.00	0.00	0.00	32.27
Studies Weekly	374962	12/19/2020	32.27	0.00	0.00	0.00	0.00	32.27
Studies Weekly	375148	12/20/2020	64.54	0.00	0.00	0.00	0.00	64.54
Studies Weekly	375599	12/30/2020	32.42	0.00	0.00	0.00	0.00	32.42
The Curiosity Collective	38	1/16/2021	420.00	0.00	0.00	0.00	0.00	420.00
Activities for Learning Inc.	382238	1/9/2021	70.95	0.00	0.00	0.00	0.00	70.95
Lakeshore	3925380820	9/27/2020	16.08	0.00	0.00	0.00	0.00	16.08
Lakeshore	3943430820	9/27/2020	82.21	0.00	0.00	0.00	0.00	82.21
Lakeshore	3961570820	9/27/2020	192.93	0.00	0.00	0.00	0.00	192.93
Lakeshore	3999930820	9/27/2020	11.81	0.00	0.00	0.00	0.00	11.81
Loretta Oborn	40	1/15/2021	90.00	0.00	0.00	0.00	0.00	90.00

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Savvas Learning Company LLC	4026231645	9/29/2020	98.42	0.00	0.00	0.00	0.00	98.42
Savvas Learning Company LLC	4026231646	9/29/2020	98.42	0.00	0.00	0.00	0.00	98.42
Provenance	4027	12/30/2020	449.90	0.00	0.00	0.00	0.00	449.90
Provenance	4032	12/30/2020	1,712.46	0.00	0.00	0.00	0.00	1,712.46
Provenance	4045	1/2/2021	438.75	0.00	0.00	0.00	0.00	438.75
Loretta Oborn	41	1/15/2021	180.00	0.00	0.00	0.00	0.00	180.00
Global Teletherapy	4117	12/9/2020	49,705.00	0.00	0.00	0.00	0.00	49,705.00
Provenance	4139	1/14/2021	1,585.00	0.00	0.00	0.00	0.00	1,585.00
Provenance	4141	1/14/2021	90.52	0.00	0.00	0.00	0.00	90.52
Provenance	4150	12/16/2020	250.00	0.00	0.00	0.00	0.00	250.00
Provenance	4153	1/15/2021	9,128.39	0.00	0.00	0.00	0.00	9,128.39
Global Teletherapy	4242	1/7/2021	35,552.25	0.00	0.00	0.00	0.00	35,552.25
Lakeshore	4264900920	10/4/2020	73.01	0.00	0.00	0.00	0.00	73.01
Lakeshore	4278710920	10/4/2020	83.10	0.00	0.00	0.00	0.00	83.10
Lakeshore	4326720920	10/4/2020	39.30	0.00	0.00	0.00	0.00	39.30
CBC Therapeutic Horseback Riding Acad 47		12/27/2020	680.00	0.00	0.00	0.00	0.00	680.00
Nicole Corrine Crawford		12/30/2020	198.00	0.00	0.00	0.00	0.00	198.00
TalkBox.Mom	470929	12/25/2020	19.95	0.00	0.00	0.00	0.00	19.95
Sara Greco	472434	12/23/2020	354.50	0.00	0.00	0.00	0.00	354.50
Lakeshore	4731111220	1/10/2021	107.71	0.00	0.00	0.00	0.00	107.71
Elite Studio of Dance	47446	1/5/2021	54.98	0.00	0.00	0.00	0.00	54.98
First Choice Tutoring	480	1/9/2021	180.00	0.00	0.00	0.00	0.00	180.00
First Choice Tutoring	481	1/9/2021	180.00	0.00	0.00	0.00	0.00	180.00
First Choice Tutoring	484	1/9/2021	180.00	0.00	0.00	0.00	0.00	180.00
CBC Therapeutic Horseback Riding Acad 49		1/12/2021	720.00	0.00	0.00	0.00	0.00	720.00
Lakeshore	4969411220	1/5/2021	183.99	0.00	0.00	0.00	0.00	183.99
Lakeshore	4972681220	1/3/2021	39.15	0.00	0.00	0.00	0.00	39.15
Lakeshore	4973751220	1/5/2021	61.11	0.00	0.00	0.00	0.00	61.11
Brave Writer LLC	50252011	12/1/2020	99.00	0.00	0.00	0.00	0.00	99.00
Music and More Arts Academy	5060	1/5/2021	335.00	0.00	0.00	0.00	0.00	335.00
Music and More Arts Academy	5061	1/5/2021	260.00	0.00	0.00	0.00	0.00	260.00
Music and More Arts Academy	5062	1/5/2021	75.00	0.00	0.00	0.00	0.00	75.00
Singapore Math, Inc.	50683	10/20/2020	78.96	0.00	0.00	0.00	0.00	78.96
Singapore Math, Inc.	50900	10/31/2020	107.92	0.00	0.00	0.00	0.00	107.92
Lakeshore	5106041220	1/10/2021	28.43	0.00	0.00	0.00	0.00	28.43

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Lakeshore	5125371220	1/5/2021	50.08	0.00	0.00	0.00	0.00	50.08
Singapore Math, Inc.	52362	12/31/2020	22.93	0.00	0.00	0.00	0.00	22.93
Viktoria Dzhumara	53	1/15/2021	180.00	0.00	0.00	0.00	0.00	180.00
Peace Hill Press, Inc. dba Well Trained N	5337	1/6/2021	78.09	0.00	0.00	0.00	0.00	78.09
A Brighter Child, Inc	54082	1/10/2021	325.00	0.00	0.00	0.00	0.00	325.00
A Brighter Child, Inc	54083	1/10/2021	275.00	0.00	0.00	0.00	0.00	275.00
A Brighter Child, Inc	54084	1/10/2021	325.00	0.00	0.00	0.00	0.00	325.00
A Brighter Child, Inc	54432	1/10/2021	275.00	0.00	0.00	0.00	0.00	275.00
A Brighter Child, Inc	54645	1/10/2021	120.00	0.00	0.00	0.00	0.00	120.00
A Brighter Child, Inc	54648	1/10/2021	120.00	0.00	0.00	0.00	0.00	120.00
A Brighter Child, Inc	54718	1/10/2021	325.00	0.00	0.00	0.00	0.00	325.00
A Brighter Child, Inc	54723	1/10/2021	275.00	0.00	0.00	0.00	0.00	275.00
A Brighter Child, Inc	54724	1/10/2021	275.00	0.00	0.00	0.00	0.00	275.00
A Brighter Child, Inc	54725	1/10/2021	325.00	0.00	0.00	0.00	0.00	325.00
A Brighter Child, Inc	54889	12/18/2020	262.34	0.00	0.00	0.00	0.00	262.34
A Brighter Child, Inc	54892	12/18/2020	394.91	0.00	0.00	0.00	0.00	394.91
A Brighter Child, Inc	55063	1/11/2021	275.00	0.00	0.00	0.00	0.00	275.00
A Brighter Child, Inc	55367	1/10/2021	220.00	0.00	0.00	0.00	0.00	220.00
A Brighter Child, Inc	56036	12/18/2020	4,300.98	0.00	0.00	0.00	0.00	4,300.98
A Brighter Child, Inc	56349	1/7/2021	419.36	0.00	0.00	0.00	0.00	419.36
A Brighter Child, Inc	56350	1/10/2021	419.40	0.00	0.00	0.00	0.00	419.40
A Brighter Child, Inc	56354	12/18/2020	123.90	0.00	0.00	0.00	0.00	123.90
A Brighter Child, Inc	56364	12/18/2020	191.56	0.00	0.00	0.00	0.00	191.56
A Brighter Child, Inc	56376	12/17/2020	68.91	0.00	0.00	0.00	0.00	68.91
A Brighter Child, Inc	56381	12/20/2020	142.60	0.00	0.00	0.00	0.00	142.60
A Brighter Child, Inc	56385	12/17/2020	45.69	0.00	0.00	0.00	0.00	45.69
A Brighter Child, Inc	56409	12/18/2020	16.32	0.00	0.00	0.00	0.00	16.32
A Brighter Child, Inc	56418	1/6/2021	77.50	0.00	0.00	0.00	0.00	77.50
A Brighter Child, Inc	56420	1/14/2021	147.48	0.00	0.00	0.00	0.00	147.48
A Brighter Child, Inc	56425	1/7/2021	225.36	0.00	0.00	0.00	0.00	225.36
A Brighter Child, Inc	56447	1/6/2021	195.90	0.00	0.00	0.00	0.00	195.90
A Brighter Child, Inc	56448	1/6/2021	171.75	0.00	0.00	0.00	0.00	171.75
A Brighter Child, Inc	56449	1/6/2021	70.01	0.00	0.00	0.00	0.00	70.01
A Brighter Child, Inc	56450	1/6/2021	61.36	0.00	0.00	0.00	0.00	61.36
A Brighter Child, Inc	56515	1/14/2021	125.83	0.00	0.00	0.00	0.00	125.83

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A Brighter Child, Inc	56552	1/6/2021	31.19	0.00	0.00	0.00	0.00	31.19
A Brighter Child, Inc	56608	1/15/2021	387.04	0.00	0.00	0.00	0.00	387.04
Asten Fallavollita	62	1/12/2021	492.00	0.00	0.00	0.00	0.00	492.00
Pacific Institute of Music	663	1/14/2021	300.00	0.00	0.00	0.00	0.00	300.00
MoxieBox Art, Inc	6684	12/23/2020	153.03	0.00	0.00	0.00	0.00	153.03
MoxieBox Art, Inc	6685	12/23/2020	153.03	0.00	0.00	0.00	0.00	153.03
School Pathways, LLC	66959	12/30/2020	8,685.78	0.00	0.00	0.00	0.00	8,685.78
Folsom Piano Academy	67525	1/15/2021	112.00	0.00	0.00	0.00	0.00	112.00
MoxieBox Art, Inc	6795	1/15/2021	153.03	0.00	0.00	0.00	0.00	153.03
Law Offices of Young, Minney & Corr, LL	68718	12/7/2020	12,828.40	0.00	0.00	0.00	0.00	12,828.40
Evitta Gantt	7_ C 2020(Dec.)	3/8/2020	180.00	0.00	0.00	0.00	0.00	180.00
Brandy Ruscica	70	1/6/2021	260.00	0.00	0.00	0.00	0.00	260.00
Brandy Ruscica	71	1/7/2021	422.50	0.00	0.00	0.00	0.00	422.50
Institute for Excellence in Writing	737296	12/17/2020	37.10	0.00	0.00	0.00	0.00	37.10
Institute for Excellence in Writing	737499	12/19/2020	92.63	0.00	0.00	0.00	0.00	92.63
Institute for Excellence in Writing	737934	12/28/2020	203.98	0.00	0.00	0.00	0.00	203.98
Institute for Excellence in Writing	740138	1/4/2021	188.71	0.00	0.00	0.00	0.00	188.71
Institute for Excellence in Writing	740142	1/4/2021	307.23	0.00	0.00	0.00	0.00	307.23
Institute for Excellence in Writing	740179	1/4/2021	267.37	0.00	0.00	0.00	0.00	267.37
Music To Grow On, Music Therapy Servi	7883	12/1/2020	210.00	0.00	0.00	0.00	0.00	210.00
Karen Reed	8	12/30/2020	180.00	0.00	0.00	0.00	0.00	180.00
Evitta Gantt	8_ C 2020(Dec.)	1/6/2021	180.00	0.00	0.00	0.00	0.00	180.00
Bright Solutions For Dyslexia, LLC	88-88687	1/6/2021	780.65	0.00	0.00	0.00	0.00	780.65
Bright Solutions For Dyslexia, LLC	88-88690	1/6/2021	397.33	0.00	0.00	0.00	0.00	397.33
Bright Solutions For Dyslexia, LLC	88-88715	1/7/2021	397.33	0.00	0.00	0.00	0.00	397.33
All About Learning Press, Inc.	905039	12/17/2020	83.85	0.00	0.00	0.00	0.00	83.85
All About Learning Press, Inc.	905052	12/18/2020	89.85	0.00	0.00	0.00	0.00	89.85
All About Learning Press, Inc.	905183	1/3/2021	63.90	0.00	0.00	0.00	0.00	63.90
All About Learning Press, Inc.	905266	1/10/2021	211.70	0.00	0.00	0.00	0.00	211.70
Alona Kravchuk	93	12/30/2020	400.00	0.00	0.00	0.00	0.00	400.00
Mercurius Inc.	93062	1/22/2021	26.63	0.00	0.00	0.00	0.00	26.63
Alona Kravchuk	94	12/30/2020	250.00	0.00	0.00	0.00	0.00	250.00
Music Future	95	12/31/2020	100.00	0.00	0.00	0.00	0.00	100.00
Alona Kravchuk	97	1/1/2021	400.00	0.00	0.00	0.00	0.00	400.00
Verizon Wireless	9867576802	12/22/2020	1,090.08	0.00	0.00	0.00	0.00	1,090.08

The Cottonwood School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Charter Impact, Inc.	9877	1/9/2021	1,300.00	0.00	0.00	0.00	0.00	1,300.00
Alisher Sodikov	A48	1/11/2021	140.00	0.00	0.00	0.00	0.00	140.00
Kovar's Satori Academy of Martial Arts & Arts	ATKINS12200121	1/11/2021	640.00	0.00	0.00	0.00	0.00	640.00
Amy Walters	AW12312020	1/2/2021	600.00	0.00	0.00	0.00	0.00	600.00
Kovar's Satori Academy of Martial Arts & Arts	BAUGH1120-0121	1/4/2021	1,248.00	0.00	0.00	0.00	0.00	1,248.00
Jodiann Beeson	BEES112620	11/26/2020	109.00	0.00	0.00	0.00	0.00	109.00
Kovar's Satori Academy	BYERS1220-121	1/4/2021	818.00	0.00	0.00	0.00	0.00	818.00
MEL Science U.S. LLC	CR2020121013	1/9/2021	397.90	0.00	0.00	0.00	0.00	397.90
Sheri Joyce aka Well Read Fred Writing	CW-1120	12/31/2020	660.00	0.00	0.00	0.00	0.00	660.00
Linda Reams	CW4	12/28/2020	120.00	0.00	0.00	0.00	0.00	120.00
Brenda Williams	CWF20201	1/13/2021	1,540.00	0.00	0.00	0.00	0.00	1,540.00
Galaxy Dance Arts, LLC	CWS-JK-12-2020	1/1/2021	145.00	0.00	0.00	0.00	0.00	145.00
Moria McAfee	CWS_11232020	12/23/2020	2,287.50	0.00	0.00	0.00	0.00	2,287.50
Educational Development Corporation	DIR8082583	12/19/2020	23.03	0.00	0.00	0.00	0.00	23.03
Educational Development Corporation	DIR8123025	12/24/2020	51.08	0.00	0.00	0.00	0.00	51.08
Educational Development Corporation	DIR8187043	12/25/2020	156.97	0.00	0.00	0.00	0.00	156.97
Educational Development Corporation	DIR8187044	12/25/2020	121.71	0.00	0.00	0.00	0.00	121.71
Educational Development Corporation	DIR8224582	12/31/2020	17.71	0.00	0.00	0.00	0.00	17.71
Educational Development Corporation	DIR8309290	1/3/2021	32.78	0.00	0.00	0.00	0.00	32.78
Educational Development Corporation	DIR8335537	1/7/2021	8.99	0.00	0.00	0.00	0.00	8.99
Educational Development Corporation	DIR8335547	1/7/2021	12.99	0.00	0.00	0.00	0.00	12.99
Educational Development Corporation	DIR8335594	1/7/2021	19.98	0.00	0.00	0.00	0.00	19.98
Educational Development Corporation	DIR8335595	1/7/2021	15.99	0.00	0.00	0.00	0.00	15.99
Educational Development Corporation	DIR8335618	1/7/2021	49.83	0.00	0.00	0.00	0.00	49.83
Educational Development Corporation	DIR8336126	1/9/2021	38.17	0.00	0.00	0.00	0.00	38.17
Educational Development Corporation	DIR8336127	1/9/2021	44.63	0.00	0.00	0.00	0.00	44.63
Educational Development Corporation	DIR8336128	1/9/2021	82.36	0.00	0.00	0.00	0.00	82.36
El Dorado County office of Education	ELDO123020	12/30/2020	204,416.44	0.00	0.00	0.00	0.00	204,416.44
Eat at Joes Inc dba: Encore! Studio of Pe	ENC0082	1/6/2021	102.00	0.00	0.00	0.00	0.00	102.00
Cynthia Mae Voigt	Fall 2 BD 2020	1/10/2021	150.00	0.00	0.00	0.00	0.00	150.00
Kovar's Satori Academy	HARRISDEC20	1/4/2021	195.00	0.00	0.00	0.00	0.00	195.00
Let Me! LLC	ICOT_2010	12/11/2020	550.00	0.00	0.00	0.00	0.00	550.00
The Serendipity Center for Leadership & Arts	ICWF2020	1/14/2021	9,439.62	0.00	0.00	0.00	0.00	9,439.62
Elemental Science	IN-2878	1/6/2021	238.67	0.00	0.00	0.00	0.00	238.67
Elemental Science	IN-2887	1/10/2021	187.04	0.00	0.00	0.00	0.00	187.04

The Cottonwood School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Learning Without Tears	INV100558	1/13/2021	28.52	0.00	0.00	0.00	0.00	28.52
Evan-Moor	INV299019	12/24/2020	412.12	0.00	0.00	0.00	0.00	412.12
Evan-Moor	INV299796	1/3/2021	22.60	0.00	0.00	0.00	0.00	22.60
Evan-Moor	INV299797	1/3/2021	22.60	0.00	0.00	0.00	0.00	22.60
Evan-Moor	INV300097	1/6/2021	43.06	0.00	0.00	0.00	0.00	43.06
Evan-Moor	INV301101	1/14/2021	16.65	0.00	0.00	0.00	0.00	16.65
PresenceLearning, Inc.	INV34694	10/6/2020	300.27	0.00	0.00	0.00	0.00	300.27
PresenceLearning, Inc.	INV37241	1/3/2021	9,081.00	0.00	0.00	0.00	0.00	9,081.00
Learning Without Tears	INV99120	12/20/2020	33.85	0.00	0.00	0.00	0.00	33.85
Learning Without Tears	INV99121	12/20/2020	38.75	0.00	0.00	0.00	0.00	38.75
Logic of English	INW0263	12/20/2020	142.24	0.00	0.00	0.00	0.00	142.24
Logic of English	INW0264	12/20/2020	128.86	0.00	0.00	0.00	0.00	128.86
Kovar's Laguna	Jasonwhitedec20	1/3/2021	169.00	0.00	0.00	0.00	0.00	169.00
Lola Sadikova	L48	1/11/2021	320.00	0.00	0.00	0.00	0.00	320.00
Kovars Martial Arts-Roseville	Lbortoletto	1/15/2021	169.00	0.00	0.00	0.00	0.00	169.00
Carrie Morris	MAATCS2F20	1/7/2021	1,035.00	0.00	0.00	0.00	0.00	1,035.00
EFSAC	Mach-20	1/6/2021	783.00	0.00	0.00	0.00	0.00	783.00
MEL Science U.S. LLC	MS2020111803	12/18/2020	139.60	0.00	0.00	0.00	0.00	139.60
MEL Science U.S. LLC	MS2020120906	1/8/2021	304.70	0.00	0.00	0.00	0.00	304.70
Kandra Muallem	MUAL121020	12/10/2020	187.50	0.00	0.00	0.00	0.00	187.50
Nessy Learning LLC	NESUS3718	1/13/2021	140.00	0.00	0.00	0.00	0.00	140.00
Nessy Learning LLC	NESUS3719	1/13/2021	140.00	0.00	0.00	0.00	0.00	140.00
KiwiCo, Inc	NOV.20-TCS-1	12/30/2020	2,091.51	0.00	0.00	0.00	0.00	2,091.51
KiwiCo, Inc	Nov.20-TCS-2	1/16/2021	1,528.02	0.00	0.00	0.00	0.00	1,528.02
Writing With Kris	PO 20FallCW3	12/30/2020	3,146.00	0.00	0.00	0.00	0.00	3,146.00
Charter Impact, Inc.	PR121520	12/17/2020	625.50	0.00	0.00	0.00	0.00	625.50
Kovar's Laguna	RyanbApril2020	1/8/2021	169.00	0.00	0.00	0.00	0.00	169.00
MEL Science U.S. LLC	SB2020120907	1/8/2021	139.60	0.00	0.00	0.00	0.00	139.60
BrightThinker	SINV2485	1/3/2021	124.49	0.00	0.00	0.00	0.00	124.49
BrightThinker	SINV2491	9/12/2020	248.98	0.00	0.00	0.00	0.00	248.98
Kovars Martial Arts-Roseville	Slouisdec-feb	1/15/2021	477.00	0.00	0.00	0.00	0.00	477.00
MEL Science U.S. LLC	SM2020121411	1/13/2021	304.70	0.00	0.00	0.00	0.00	304.70
Sheri Joyce aka Well Read Fred Writing	T1120	12/31/2020	330.00	0.00	0.00	0.00	0.00	330.00
Time4Writing.com	T4W12329	1/9/2021	119.00	0.00	0.00	0.00	0.00	119.00
Olga Shabanov	TCS-13-Nekr	12/25/2020	216.50	0.00	0.00	0.00	0.00	216.50

The Cottonwood School

Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Olga Shabanov	TCS-14-Nekr	12/30/2020	114.50	0.00	0.00	0.00	0.00	114.50
Olga Shabanov	TCS-15-Nekr	1/13/2021	320.00	0.00	0.00	0.00	0.00	320.00
Wonder Crate	TCS001	1/4/2021	287.52	0.00	0.00	0.00	0.00	287.52
Wonder Crate	TCS002	1/10/2021	287.52	0.00	0.00	0.00	0.00	287.52
Kovar's Satori Academy	THOUSTE1120-221	1/4/2021	656.00	0.00	0.00	0.00	0.00	656.00
Sarah McFadyen	Underwood3	12/31/2020	345.00	0.00	0.00	0.00	0.00	345.00
Sarah McFadyen	Underwood4	1/6/2021	345.00	0.00	0.00	0.00	0.00	345.00
United States Treasury	UNIT123020	12/30/2020	7,158.88	0.00	0.00	0.00	0.00	7,158.88
History Unboxed LLC	wc-8827HU	12/11/2020	66.10	0.00	0.00	0.00	0.00	66.10
Total Outstanding Payables in December			\$ 581,356	\$ -	\$ -	\$ -	\$ -	\$ 581,356

The Cottonwood School

Due (To)/From All Inspire Charter School Locations

For the period ended December 31, 2020

	Account Balance	
9180 Due (to)/from Inspire Charter Services	\$	320,152
Total Due (To)/From Balance	\$	320,152

Cover Sheet

Student Allotments Review

Section:	III. Finance
Item:	B. Student Allotments Review
Purpose:	Discuss
Submitted by:	
Related Material:	Student Allotment - Financial Considerations.pdf



Student Allotments

A Review of Financial Implications

SB740 Spending Requirements

- At least **40** percent of total public revenues must be spent on Instructional Certificated Salaries and Benefits, *AND*
- At least **80** percent of total public revenues must be spent on Instruction and Instruction-Related Services, *AND*
- The Pupil to Teacher Ratio (PTR) cannot exceed:
 - 25 to 1 or
 - Equivalent PTR of the largest unified school district in county or counties in which the charter school operates

40/80 Expense Ratio ✓

Cert.	Instr.
49.0%	81.0%
2,717,496	298,365

25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio	
21.09	:1

SB740 Implications

Funding Level	Certificated Salary and Benefits	Instructional Spending (incl. cert. salaries and benefits)	Pupil : Teacher Ratio
100%	= or > 40% AND	= or > 80% AND	25:1
85%	= or > 40% AND	= or > 40%	N/A
70%	= or > 35% AND	= or > 80%	N/A
Zero	< 35% OR	< 60%	N/A

2020-21 Spending Review

2020-21 Amount per ADA

Total Revenue \$ 10,000

Certificated Salaries and Benefits 4,900 **49.0%** ✓

Student Allotment 2,300

Other Educational Costs 900

Total Instructional Costs 8,100 **81.0%** ✓

Professional Services 1,000

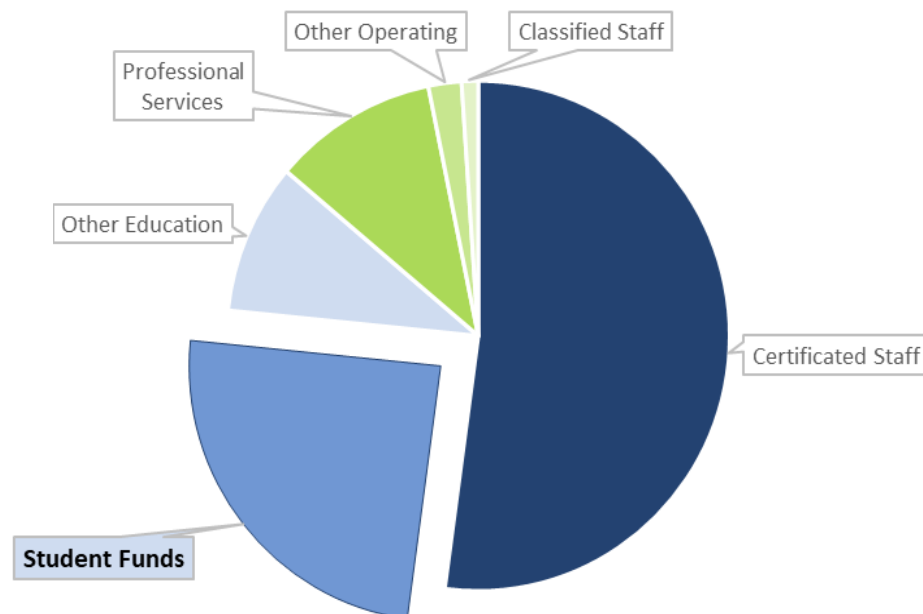
Other Operating Costs 200

Classified Salaries and Benefits 100

Total Non-Instructional Costs 1,300

Total Expenses \$ 9,400

Surplus/Savings \$ 600



Practical Considerations

- Student allotments can only be accounted for as an expense when goods or services are received (i.e. they can't simply be "earmarked" to be spent in a future year).
- Reductions in spending of student allotments triggers the need to spend the funds on other instructional costs in order to meet 40/80 requirement.
- Spending of "rollover" student allotments in any year reduces the budgeted surplus and available funds.
 - Note: this impact is reduced by students who do not fully spend current allotment.

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info@charterimpact.com

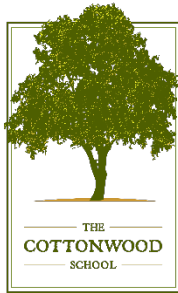
8500 BALBOA BLVD., SUITE 140
NORTHRIDGE, CA 91325

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Cover Sheet

Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities

Section: IV. Academic Excellence
Item: A. Policy on Differential Graduation and Competency
Standards and Certificates of Educational Achievement for Students with Disabilities
Purpose: Vote
Submitted by:
Related Material: Graduation & Competency Standards Policy.pdf



Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities

The Cottonwood School is committed to identifying and serving students who have exceptional needs and are eligible to receive special education supports and services. Our commitment is based on the belief that all students shall have access to a high-quality public education.

The purpose of The Cottonwood School Governing Board approving this Policy on Differential Graduation and Competency Standards and Certificates of Educational Achievement for Students with Disabilities is to accomplish the following:

1. Outline the Instruction for Students with Disabilities
2. Establish the High School Diploma and Certificate of Educational Achievement / Completion

1. **Instruction:** The Cottonwood School (“Charter School”) recognizes that students with disabilities are entitled to a course of study that provides them with a free appropriate public education (FAPE) and that modifications to the district’s regular course may be needed on an individualized basis to provide FAPE. This policy outlines the differential graduation and competency standards for students with disabilities and the requirements for a certificate of high school completion. In accordance with law, each student’s individualized education program (IEP) team shall determine the appropriate goals, as well as any appropriate individual accommodations necessary for measuring the academic achievement and functional performance of the student on state and Charter wide assessments. The IEP team shall also determine the appropriate graduation track for each student with a disability based on the student’s ability to complete the Charter School’s prescribed course of study to earn a high school diploma.

No student shall be classified as eligible for differential standards of proficiency for the purpose of circumventing the legal requirement to maintain academic eligibility for extracurricular or cocurricular activities.

2. **High School Diploma and Certificate of Educational Achievement /Completion:** Instead of a high school diploma, a student with exceptional needs may be awarded a certificate or document of educational achievement or completion if the student has met one of the following requirements:

- (a) The student has satisfactorily completed a prescribed alternative course of study approved

by the Board of Education of the school district which the student attended or the district with jurisdiction over the student as identified in his/her IEP; or

- (b) The student has satisfactorily achieved his or her IEP goals and objectives during high school as determined by the IEP team; or
- (c) The student has satisfactorily attended high school, participated in the instruction specified in his or her IEP, and has met the objectives of the statement of transition services.

A student with disabilities who meets any of the criteria specified above shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a graduating student of similar age without disabilities would be eligible to participate.

In addition, the Executive Director or designee shall ensure that the student will continue to have access to special education related supports and services until the student meets Charter School's criteria to receive a high school diploma or until age 22.

Whether a student receives a certificate of completion or a diploma is confidential. The Charter School does not inform other students whether their peers are receiving a certificate or a diploma, and all students will participate equally graduation ceremonies and activities.

Legal References: EDUCATION CODE
56341 Individualized Education Program Team
56345 Elements of the Individualized Education Program Team
56390-56393 Recognition for Educational Achievement or
Completion of Program
60850-60859 High School Exit Exam
CODE OF REGULATIONS, TITLE 5
3070 Graduation
UNITED STATES CODE, TITLE 20
1400-1482 Individuals with Disabilities Education Act
CODE OF FEDERAL REGULATIONS, TITLE 34
300.1-300.818 Individuals with Disabilities Education act,
 especially:
300.20 Definition of IEP

Adopted/Ratified: [INSERT]

Revision Date: [INSERT]

Cover Sheet

2021-2022 School Calendar

Section:	IV. Academic Excellence
Item:	B. 2021-2022 School Calendar
Purpose:	Vote
Submitted by:	
Related Material:	21-22 - Draft YearlyCalendar - Cottonwood.pdf

Draft Version 1.15.21

2021-2022 School Calendar



July 2021						
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
August 2021						
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				22
September 2021						
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		21
October 2021						
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						21
November 2021						
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				15
December 2021						
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	13

Events - Dates TBD

Community Opportunities

Field Trips

190 teacher work days

School Year Dates

Aug 2	Teachers Back to Work
Aug 16	First Day of School
Jan 7	End of Semester 1
Jan 14	Report Cards Due
Jan 27	Teacher In-Service
May 25	Last Day of School
May 31	Report Cards Due
Jun 2	Last Teacher Day

Holidays

Sep 6	Labor Day
Nov 11	Veteran's Day
Nov 19-26	Thanksgiving Break
Dec 20-Jan 3	Winter Break
Jan 14	Martin Luther King, Jr. Day
Feb 11	Lincoln Day
Feb 21	Washington Day
Apr 11-18	Spring Break
May 30	Memorial Day

Learning Period Dates

LP1	8/16-9/17
LP2	9/20-10/15
LP3	10/18-11/12
LP4	11/15-1/7
LP5	1/10-2/10
LP6	2/14-3/11
LP7	3/14-4/8
LP8	4/19-5/25

School Accountability

Every LP	Attendance Logs
Every LP	Work Samples
Every 20 school days	Student Conference

January 2022						
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					19
February 2022						
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					18
March 2022						
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		23
April 2022						
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
						15
May 2022						
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				21
June 2022						
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		2

Testing Windows

Feb-Mar	PFT Testing for 5, 7, 9
Mar-May	SBAC Testing
Fall, Win, Spr	Assessments

School Closed

LP

Teacher In Service Days

Report Cards

Last Day of Semester 1

First & Last Day of School

Cover Sheet

Publication of the School Accountability Report Card (SARC) Report

Section:	V. Operations
Item:	A. Publication of the School Accountability Report Card (SARC) Report
Purpose:	Vote
Submitted by:	
Related Material:	TCS 2019-2020 SARC.pdf

School Accountability Report Card

Reported Using Data from the 2019–2020 School Year

California Department of Education

The Cottonwood School

Address: 7006 Rossmore Ln, El Dorado Hills

Phone: (530) 285-2578

Principal: Cindy Garcia

Grade Span: K-12

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or the LCAP, see the CDE LCFF webpage at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

Throughout this document the letters DPL refer to data provided by the LEA, and the letters DPC refer to data provided by the CDE.

About This School

Principal's message

Welcome!

We are thrilled to have you as part of The Cottonwood School community! We take great pride in offering our students flexible individualized learning experiences through our many unique programs. Regardless of how or where you have chosen to educate your child, it is our hope that you will find amazing resources, school contacts, and local supports of value to you and your family at our school.

We are here to support the community within our school and all families on an educational journey with their children. While our focus is on academic success, we know how important it is to provide for the whole child when supporting your child's growth. Your teacher can share with you our newly developed websites that have useful information on growth mindset and social-emotional language. We hope you will find this helpful.

We value and listen to our families' suggestions and opinions and would love to hear from you to ensure that we are achieving our goal of fully supporting our homeschool families. We would like to hear from you to ensure that we are achieving our goal of fully supporting our homeschool families. Please give us a call or an email to share your thoughts, ideas, suggestions, and questions with us!

Thank you for being part of The Cottonwood School.

Cindy Garcia

Executive Director

District Contact Information (School Year 2020–2021)

Entity	Contact Information
District Name	Buckeye Union Elementary
Phone Number	(530) 677-2261
Superintendent	David Roth
Email Address	droth@buckeyeusd.org
Website	www.buckeyeusd.org

School Contact Information (School Year 2020–2021)

Entity	Contact Information
School Name	The Cottonwood School
Street	7006 Rossmore Ln,
City, State, Zip	El Dorado Hills, CA 95762-7126
Phone Number	(530) 285-2578
Principal	Cindy Garcia

Email Address	info@cottonwood.school
Website	http://cottonwood.school
County-District-School (CDS) Code	09618380139006

School Description and Mission Statement (School Year 2020–2021)

The Cottonwood School's mission is to provide educational options, including Montessori-based pathways and other personalized educational pathways that encompass many options to meet each student's needs and interests. The Montessori-based pathways include both a homeschool program and a site-based personalized learning experience grounded in Montessori philosophy inspired by a deeper learning pedagogy to support the unique needs of each student in an environment where they can feel safe and experience academic success. a personalized environment that fosters successful achievement through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

Student Enrollment by Grade Level (School Year 2019–2020)

Grade Level	Number of Students
Kindergarten	404
Grade 1	228
Grade 2	243
Grade 3	207
Grade 4	215
Grade 5	207
Grade 6	224
Grade 7	188
Grade 8	164
Ungraded Elementary	0
Grade 9	149
Grade 10	108
Grade 11	113
Grade 12	1
Ungraded Secondary	0
Total Enrollment	2451

Student Enrollment by Student Group (School Year 2019–2020)

Student Group	Percent of Total Enrollment
Black or African American	3.8
American Indian or Alaska Native	0.4
Asian	2
Filipino	0.8
Hispanic or Latino	14.3
Native Hawaiian or Pacific Islander	0.2
White	70.4
Two or More Races	5.5
Socioeconomically Disadvantaged	37.4

English Learners	6.2
Students with Disabilities	8
Foster Youth	0.1
Homeless	0.5

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Teacher Credentials

Teachers	School 2018– 2019	School 2019– 2020	School 2020– 2021	District 2020– 2021
With Full Credential	N/A	108	107	DPL
Without Full Credential	N/A	5	4	DPL
Teaching Outside Subject Area of Competence (with full credential)	N/A	70	0	DPL

Teacher Misassignments and Vacant Teacher Positions

Indicator	2018–2019	2019–2020	2020–2021
Misassignments of Teachers of English Learners	N/A	0	0
Total Teacher Misassignments*	N/A	0	0
Vacant Teacher Positions	N/A	0	0

Note: “Misassignments” refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

*Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)

Year and month in which the data were collected: October 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
Mathematics	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
Science	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
History-Social Science	McGraw-Hill ALEKS Edgenuity K12	Yes	0.00%

	StrongMind Odysseyware Lincoln Empowered		
Foreign Language	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
Health	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
Visual and Performing Arts	McGraw-Hill ALEKS Edgenuity K12 StrongMind Odysseyware Lincoln Empowered	Yes	0.00%
Science Laboratory Equipment (grades 9-12)	N/A	N/A	0.00%

Note: Cells with N/A values do not require data.

School Facility Conditions and Planned Improvements

The Cottonwood School takes great efforts to ensure that all school grounds are clean, safe, and functional. To assist in this effort, the school uses the facility survey instrument developed by the State of California OPSC. The results shown for school facilities are in reference to the school grounds. Students are educated through independent study following the terms of an approved master agreement, the approved charter, and applicable laws. The site-based high school is located in El Dorado Hills at 7006 Rossmore Lane. The facilities are clean and modern. The main building consists of four classrooms and an administrative office. An adjacent portable houses our counseling office and staff room.

School Facility Good Repair Status

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: _____ September 2020

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/Doors/Gates/Fences	X			

Overall Facility Rate: Exemplary

Year and month of the most recent FIT report: September 2020 _____

Overall Rating

Exemplary	Good	Fair	Poor
X			

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in ELA and Mathematics for All Students Grades Three through Eight and Grade Eleven Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018– 2019	School 2019– 2020	District 2018– 2019	District 2019– 2020	State 2018– 2019	State 2019– 2020
English Language Arts/Literacy (grades 3-8 and 11)	N/A	N/A	DPC	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	N/A	N/A	DPC	N/A	39%	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

CAASPP Test Results in Science for All Students
Grades Five, Eight, and High School
Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2018– 2019	School 2019– 2020	District 2018– 2019	District 2019– 2020	State 2018– 2019	State 2019– 2020
Science (grades 5, 8 and high school)	N/A	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018–2019 school year.

CAASPP Test Results in Science by Student Group
Grades Five, Eight, and High School (School Year 2019–2020)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	N/A	N/A	N/A	N/A	N/A
Male	N/A	N/A	N/A	N/A	N/A
Female	N/A	N/A	N/A	N/A	N/A
Black or African American	N/A	N/A	N/A	N/A	N/A
American Indian or Alaska Native	N/A	N/A	N/A	N/A	N/A
Asian	N/A	N/A	N/A	N/A	N/A
Filipino	N/A	N/A	N/A	N/A	N/A
Hispanic or Latino	N/A	N/A	N/A	N/A	N/A
Native Hawaiian or Pacific Islander	N/A	N/A	N/A	N/A	N/A
White	N/A	N/A	N/A	N/A	N/A
Two or More Races	N/A	N/A	N/A	N/A	N/A
Socioeconomically Disadvantaged	N/A	N/A	N/A	N/A	N/A
English Learners	N/A	N/A	N/A	N/A	N/A
Students with Disabilities	N/A	N/A	N/A	N/A	N/A
Students Receiving Migrant Education Services	N/A	N/A	N/A	N/A	N/A
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Career Technical Education Programs (School Year 2019–2020)

The Cottonwood School began to develop and implement Career Technical Education (CTE) pathways to help prepare students for rapidly shifting workplace requirements. In alignment with the statewide Doing What Matters Initiative (DW MI), we developed a CTE program that is responsive to regional economies' needs. We actively collaborate with local college and industry representatives to implement CTE course pathways, internships, and/or industry certificates to prepare students for the regional labor market needs. Our CTE program will prepare students for college simultaneously preparing for their future careers through our online CTE options, community college courses, and local programs.

We are actively aligning our CTE courses with the University of California A-G subject-area requirements. Edmentum and eDynamic provide online CTE options with CA CTE credentialed teachers allowing us to offer a pathway in almost every industry sector. While both curriculum vendors are developing capstone courses, students can now begin in the intro and concentrator courses, and the paths are in development. Our CTE program provides access to all students, regardless of gender, socio-economic status, special needs, and/or English proficiency.

Career Technical Education (CTE) Participation (School Year 2019–2020)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	DPC
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	DPC
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	DPC

Courses for University of California (UC) and/or California State University (CSU) Admission

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	DPC
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	DPC

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2019–2020)

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
5	N/A	N/A	N/A
7	N/A	N/A	N/A
9	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

Opportunities for Parental Involvement (School Year 2020–2021)

The Cottonwood School ensures parents, legal guardians, and teachers have an opportunity to participate in the school's governance. The parent representatives provide insight into students and families related to program planning, design, and implementation. Parents/guardians assist with field trips, community events, and other school-related activities.

Parent satisfaction surveys are provided electronically to all parents annually in the spring. The surveys are explicitly developed to assess parent input on the school's effectiveness from their perspective, related to their experience. The survey results are reviewed and information on program effectiveness from various in-house assessments such as student and staff engagement surveys, summative, and formative assessment data. Survey results are shared with families and the community. The school has also partnered with local community organizations and businesses to provide educational workshops, specialty program tracks, and outreach that enrich the students' educational experience.

At the site-based Cottonwood High School, parent involvement is critical to the success of our school. Parents contribute to our community through Student-Led Conferences, WASC Focus Groups, future planning, and other community events.

Parents are welcomed to call our school site to become involved (530) 285-2578.

State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

DRAFT

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2016– 2017	School 2017– 2018	School 2018– 2019	District 2016– 2017	District 2017– 2018	District 2018– 2019	State 2016– 2017	State 2017– 2018	State 2018– 2019
Dropout Rate	DPC	DPC	DPC	DPC	DPC	DPC	DPC	DPC	DPC
Graduation Rate	DPC	DPC	DPC	DPC	DPC	DPC	DPC	DPC	DPC

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017– 2018	School 2018– 2019	District 2017– 2018	District 2018– 2019	State 2017– 2018	State 2018– 2019
Suspensions	DPC	DPC	DPC	DPC	DPC	DPC
Expulsions	DPC	DPC	DPC	DPC	DPC	DPC

Suspensions and Expulsions for School Year 2019–2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019– 2020	District 2019– 2020	State 2019– 2020
Suspensions	DPC	DPC	DPC
Expulsions	DPC	DPC	DPC

Note: The 2019–2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019–2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–2020 school year compared to prior years.

School Safety Plan (School Year 2020–2021)

The Cottonwood School has a Comprehensive Safety Plan, reviewed, updated, and discussed every fall before school resumes. The safety plan includes emergency procedures and contact information, evacuation routes, incident command system procedures, and an injury and illness prevention plan.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Average Class Size and Class Size Distribution (Elementary) (School Year 2017–2018)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	DPC	DPC	DPC	DPC
1	DPC	DPC	DPC	DPC
2	DPC	DPC	DPC	DPC
3	DPC	DPC	DPC	DPC
4	DPC	DPC	DPC	DPC
5	DPC	DPC	DPC	DPC
6	DPC	DPC	DPC	DPC
Other**	DPC	DPC	DPC	DPC

*Number of classes indicates how many classes fall into each size category (a range of total students per class).

** “Other” category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2018–2019)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	DPC	DPC	DPC	DPC
1	DPC	DPC	DPC	DPC
2	DPC	DPC	DPC	DPC
3	DPC	DPC	DPC	DPC
4	DPC	DPC	DPC	DPC
5	DPC	DPC	DPC	DPC
6	DPC	DPC	DPC	DPC
Other**	DPC	DPC	DPC	DPC

*Number of classes indicates how many classes fall into each size category (a range of total students per class).

** “Other” category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Elementary) (School Year 2019–2020)

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	DPC	DPC	DPC	DPC
1	DPC	DPC	DPC	DPC
2	DPC	DPC	DPC	DPC
3	DPC	DPC	DPC	DPC
4	DPC	DPC	DPC	DPC
5	DPC	DPC	DPC	DPC
6	DPC	DPC	DPC	DPC
Other**	DPC	DPC	DPC	DPC

*Number of classes indicates how many classes fall into each size category (a range of total students per class).

** “Other” category is for multi-grade level classes.

Average Class Size and Class Size Distribution (Secondary) (School Year 2017–2018)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	DPC	DPC	DPC	DPC
Mathematics	DPC	DPC	DPC	DPC
Science	DPC	DPC	DPC	DPC
Social Science	DPC	DPC	DPC	DPC

*Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2018–2019)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	DPC	DPC	DPC	DPC
Mathematics	DPC	DPC	DPC	DPC
Science	DPC	DPC	DPC	DPC
Social Science	DPC	DPC	DPC	DPC

*Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Average Class Size and Class Size Distribution (Secondary) (School Year 2019–2020)

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	DPC	DPC	DPC	DPC
Mathematics	DPC	DPC	DPC	DPC
Science	DPC	DPC	DPC	DPC
Social Science	DPC	DPC	DPC	DPC

*Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Ratio of Pupils to Academic Counselor (School Year 2019–2020)

Title	Ratio
Pupils to Academic Counselor*	DPC

*One full-time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Student Support Services Staff (School Year 2019–2020)

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	DPC
Library Media Teacher (Librarian)	DPC
Library Media Services Staff (Paraprofessional)	DPC
Psychologist	DPC
Social Worker	DPC
Nurse	DPC
Speech/Language/Hearing Specialist	DPC
Resource Specialist (non-teaching)	DPC
Other	DPC

*One full-time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018–2019)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	DPL	DPL	DPL	DPL
District	N/A	N/A	DPL	DPC
Percent Difference – School Site and District	N/A	N/A	DPL	DPL
State	N/A	N/A	DPC	DPC
Percent Difference – School Site and State	N/A	N/A	DPL	DPL

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2019–2020)

The Cottonwood School provides comprehensive services to support students' academic development. Eligible students receive special education services to support their Individualized Education Plan (IEP). Students are provided resources such as textbooks, technology, and related educational materials. The school also regularly measures student proficiency in English Language Arts and Mathematics through various metrics, including an online benchmark assessment twice per year. Students who receive a score indicating a grade level proficiency that is two or more levels below their current grade level on any one standard are provided support, including a specialized curriculum, tutoring, and/or an academic coach. Individualized supports focus on a student's demonstrated area of need and are available in virtual tutoring or online intervention programs. The school has partnered with local community organizations and businesses to provide educational workshops and outreach that enrich the students' educational experience.

Teacher and Administrative Salaries (Fiscal Year 2018–2019)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	DPC	DPC
Mid-Range Teacher Salary	DPC	DPC
Highest Teacher Salary	DPC	DPC
Average Principal Salary (Elementary)	DPC	DPC
Average Principal Salary (Middle)	DPC	DPC
Average Principal Salary (High)	DPC	DPC
Superintendent Salary	DPC	DPC
Percent of Budget for Teacher Salaries	DPC	DPC
Percent of Budget for Administrative Salaries	DPC	DPC

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.

Advanced Placement (AP) Courses (School Year 2019–2020)**Percent of Students in AP Courses:** _____ **DPC** _____

Subject	Number of AP Courses Offered*
Computer Science	DPC
English	DPC
Fine and Performing Arts	DPC
Foreign Language	DPC
Mathematics	DPC
Science	DPC
Social Science	DPC
Total AP Courses Offered*	DPC

*Where there are student course enrollments of at least one student.

Professional Development

Measure	2018–2019	2019–2020	2020–2021
Number of school days dedicated to Staff Development and Continuous Improvement	DPL	DPL	DPL

Cover Sheet

Employee Handbook

Section: V. Operations
Item: B. Employee Handbook
Purpose: Vote
Submitted by:
Related Material: The Cottonwood School Handbook 20-21 revised 1-2021.pdf

BACKGROUND:

- Updated to include information about the California Family Rights Act (CRFA) - SB 1383



The Cottonwood School Employee Handbook 2020-2021

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

PLEASE READ THE EMPLOYEE HANDBOOK AND SUBMIT A SIGNED COPY OF THIS STATEMENT TO THE EXECUTIVE DIRECTOR.

EMPLOYEE NAME: _____

I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.

I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.

I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.

Employee's Signature: _____ Date: _____

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

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INTERNAL COMPLAINT FORM

SECTION 1 – WELCOME

Welcome to The Cottonwood School!

We are happy to have you join us at The Cottonwood School (“TCS” or the “School”). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This Handbook has been written to provide you with an overview of TCS, its personnel policies and procedures, and your benefits as a TCS employee.

This Handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This Handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this Handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TCS guideline, practice, manual or rule may alter the “at-will” status of your relationship with TCS.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TCS determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This Handbook supersedes and replaces all previous personnel policies, practices and procedures.

Neither this Handbook nor any other TCS document confers any contractual right, either express or implied, to remain in TCS’s employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at-will, with or without cause and without prior notice, by TCS or you may resign for any reason at any time.

No supervisor or other representative of TCS except the Executive Director or designee, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We shall endeavor to inform you of any changes as they occur.

We welcome you and wish you great success and fulfillment at TCS.

SECTION 2 – PHILOSOPHY

TCS exists to educate and inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three (3) core values are what distinguish TCS from other schools:

1. Mentoring – to inspire students to forge their paths in the world
2. Passionate – to strive for excellence
3. Collaborative – to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

1. Innovative
2. Dynamic
3. Results-oriented
4. Data-driven
5. Extraordinary
6. Confident
7. Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, TCS will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

1. Academic achievement through relevant curricula, clear expectations, and shared accountability
2. Relationship building through mentorship and consistent communication

School-wide Learning Outcomes

All students at TCS strive to achieve the School-wide Learning Objectives (SLOs). Each year, TCS will assess student progress towards attainment of the SLOs and review and revise the SLOs, as necessary. TCS students will be:

1. Technologically proficient and will:

- a. Develop media literacy to analyze different information outlets and their influences.
- b. Navigate various online platforms and participate in virtual discussion.
- c. Use the Internet to acquire, organize, manipulate, interpret, and communicate information.
- d. Adapt, integrate and utilize various emerging online resources in order to compete in the workplace and connect with their passion.

2. Critical thinkers who will:

- a. Produce original products through written and/or oral work, problem solutions, or artistic presentation and/or performances.
- b. Problem-solve through questioning, making inferences, predicting, and hypothesizing.
- c. Apply learned skills to new situations or problems.
- d. Take ownership of their learning and modify their performance based on feedback and assessment to attain their goals.
- e. Focus on learning state-adopted standards and demonstrate mastery in core content areas as evaluated through standardized assessments. (CAASPP, STAR 360).

3. Effective communicators who will:

- a. Listen, speak, read, and write proficiently using standard English according to commonly accepted rubrics.
- b. Articulate thoughts, rationale and logic with confidence in oral presentation.
- c. Present work using a variety of media, including drawing, writing, short speech, or digital media.
- d. Contribute effectively in collaborations during class, office hour discussions, and class discussion forums.

4. Responsible and self-directed citizens who will:

- a. Set attainable personal and academic goals through the Individual Learning Plan and the Individualized Graduation Plan.
- b. Demonstrate integrity and respect within the academic and personal setting.
- c. Become active members of the community through community service and volunteering.
- d. Be cognizant of local and global issues.

SECTION 3 – CONDITIONS OF EMPLOYMENT

EMPLOYMENT APPLICATIONS

TCS relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

TCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. TCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. TCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

POLICY PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

TCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. TCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

TCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Executive Director or designee.

When TCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. TCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

Title IX provides for separate processes and procedures for sexual harassment and sexual assault when the type of conduct falls within the definitions of sexual harassment and sexual assault as provided in 34 C.F.R. § 106.30. In addition, the conduct must have taken place at school locations, events, or circumstances over which the School exercised substantial control over both the individual who has been accused of sexual harassment and/or assault and the context in which the sexual harassment occurs. For these types of complaints, the School will follow the Title IX policy processes and procedures, which may be found in the School's Title IX grievance policy. If the conduct does not fall within Title IX, this policy will be followed. There may be instances where the conduct falls within both policies and the School will follow both policies. The School's Title IX Coordinator is Ann Buxton (530) 285-2578 info@cottonwood.school.

TCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See Appendix A for the “Harassment/Discrimination/Retaliation Complaint Form.” See Appendix B for the general “Internal Complaint Form.”

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - o Rape, sexual battery, molestation or attempts to commit these assaults and
 - o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another’s body, or poking another’s body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person’s sexuality or sexual experience.
 - o Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job more difficult because of the employee’s sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - o Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - o Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate TCS policy.

AT-WILL EMPLOYMENT

TCS believes that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both the employee and TCS will have the right to terminate employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TCS may eliminate or change any term or condition of employment (including

but not limited to job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at-will,” and no one other than the Executive Director of TCS with the approval of the Board of Directors, has the authority to alter the employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TCS’s right to terminate at-will.

OPEN COMMUNICATION POLICY

TCS wants to hear from its employees. The School strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. TCS’s greatest strength lies in its employees and ability to work together. The School encourages open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TCS is interested in all our employee’s success and fulfillment and welcomes all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TCS will attempt to keep the employee’s concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

PUBLIC RELATIONS

The success of TCS depends upon the quality of the relationship among the School, its employees, students, parents and the general public. The public impression of TCS and its interest in our School will be formed, in part, by TCS employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TCS, and our School’s services.

Below are several things employees can do to help leave people with a good impression of TCS.

These are the building blocks for our continued success:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees, families and students at all times.
- Follow up on requests and questions promptly, provide professional and personable replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within twenty-four (24) hours during the workweek.
- Take great pride in the work and enjoy doing the very best as an employee of TCS.

WHISTLEBLOWER POLICY

TCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of TCS policy, specifically the policies contained in this Handbook.

An employee who wishes to report a suspected violation of law or TCS Policy may do so by contacting the Executive Director or Principal.

TCS expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of TCS policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director or Principal. Any supervisor or manager that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. The Principal, a member of TCS's administration, or an authorized designee will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

IMMIGRATION LAW COMPLIANCE

TCS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, TCS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to

enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

CREDENTIAL REQUIREMENTS

Employees who are a credentialed team member must provide copies of their credential, official transcripts, and/or test scores prior to their first day of actual work. Failure to provide these documents may delay an employee's ability to begin work.

Employees are responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both the Executive Director and the School with verification of renewals. Failure to provide these updated documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails re-certification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

RESIDENCY REQUIREMENTS

All TCS employees are required to live and reside in California, in the region where students are served. Employees are not permitted to work for TCS while out of the state of California, unless on a pre-approved basis.

TUBERCULOSIS TEST

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

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

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may

compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Executive Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

TCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

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

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. During the course of employment, employees will have access to and become familiar with various trade secrets and confidential information that are owned by the School. Employees shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of employment or at any other time thereafter. This information shall not be disclosed except through normal

channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During employment with the School, employees will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during their employment.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems. Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Principal or Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

If employees have any questions regarding whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Principal to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to TCS's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

SECTION 4 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each TCS employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “nonexempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work thirty (30) or more hours or more each week. Part-time employees are those regularly scheduled to work less than thirty (30) hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a “Certificated employee” or “Classified employee.” Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of applicable law. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities, and may be expected to work before and after regular School hours and on the weekends. Exempt employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Nonexempt

This category includes all regular employees who are covered by certain wage and hour provisions of applicable law. Nonexempt employees are entitled to overtime and double time pay, as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are nonexempt. Additionally, most Classified staff are typically nonexempt employees.

Certificated Employee

Certificated Employees are teachers and administrators. Teachers are either B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

Classified Employees include those employees hired by TCS who do not primarily instruct students or require state certification, such as maintenance, assistants and other operational employees. Full-time Classified employees are either A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether the employee works during the academic year or on an annual basis. The Executive Director or an employee's supervisor will assign individual work schedules. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short- term or long-term basis.

All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If an employee needs to modify their work schedule, they must request the change with the Principal or their supervisor. All schedule changes or modifications must be approved by the Executive Director.

TCS reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Nonexempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Nonexempt employees are not allowed to work "off the clock." Attendance at School-sponsored functions is not compensated unless the employee's supervisor has required them to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

WORKWEEK AND WORKDAY

TCS's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. TCS's standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day. Business hours are normally 8:30am – 5pm, Monday through Friday. The regular workday schedule for nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Teachers are expected to complete their TCS employment duties from 8:30 a.m.-5:00 p.m. Monday-Friday, excluding holidays. However, exempt employees are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each employee is critical to the School's success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If an employee is unable to report for work on any particular day, they must call their supervisor at least one (1) hour before the time they are scheduled to begin working for that day. If an employee calls in less than one (1) hour before their scheduled time to begin work, they will be considered tardy for that day. Employees must call in on any day they are scheduled to work and will not report to work absent extenuating circumstances. The School understands that in some cases, advance notice is not possible. In these cases, employees must notify their supervisor personally at the earliest possible moment. In some circumstances, employees may be required to provide verification of the reason or documentation for their absence.

More than three (3) instances of tardiness by a nonexempt employee or instructional employee during any twelve (12) month period is considered excessive. Any unexcused absence is considered excessive.

Employees who fail to report for work without any notification to their supervisor for a period of three (3) business days will be considered to have abandoned their job and voluntarily resigned their employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school-sponsored trainings that may be scheduled. While TCS understands that scheduling conflicts may arise, consistent tardiness, absenteeism or early departures from professional development may result in disciplinary action. In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, the employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training. Failure to comply with this policy may result in disciplinary action.

When an employee attends a school-sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. For virtual attendance, Zoom registration/chat or signing in on a Google Doc will serve as attendance. For in-person meetings, attendance will be taken electronically or by physical sign-in sheets for the purpose of record keeping. These records will serve as the official roster of attendance.

TCS will pay hourly employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours at the employee's hourly rate. Exempt employees may be required to attend training seminars that may be outside of TCS's normal business hours with no additional pay.

TIME RECORDS (NONEXEMPT)

Nonexempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and the employee's signature. Absences and overtime must be accurately identified on an employee's time record. Nonexempt employees are not allowed to work "off the clock." All time actually worked (including the use of laptops, computers, or cell-phones to check work email, voicemail or to send messages after hours) must be recorded on the employee's time record. Employees cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact the Principal with any questions concerning their pay so that inadvertent errors can be corrected.

OVERTIME PAY

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

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

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

LACTATION ACCOMMODATION POLICY

TCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

TCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

MEAL AND REST PERIODS (NONEXEMPT EMPLOYEES)

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and TCS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

PAYDAYS

Employees are paid semi-monthly in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of an employee's paycheck to any other person. If an employee has automatic deposit for their paycheck, their funds will be deposited to the financial institution they requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to an account before the employee's actual "payday," the School is not responsible for automatic payments or withdraws dated prior to the actual payday and employees should not depend on early deposits of their pay.

If a wage garnishment order is received by TCS for any employee, the School is obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or the Principal as soon as possible.

PAYROLL WITHHOLDINGS

TCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TCS must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions, TCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors as soon as possible.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask their supervisor or the Principal to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to the Principal.

SECTION 5 – PERSONNEL EVALUATION AND RECORDKEEPING

PERFORMANCE EVALUATIONS

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment. Salary increases and promotions are solely within the discretion of TCS and depend upon many factors in addition to performance.

The provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit TCS's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment in its sole discretion. Employment is at the mutual consent of the employee and TCS. Accordingly, either the employee or TCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Teachers:

At the start of each academic year, each Teacher will meet with their Supervisor to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by their Supervisor. The Supervisor will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TCS's charter, and standards for teaching performance developed by the Executive Director, the TCS's Board of Directors, and/or other TCS staff. In addition to these more formal performance evaluations, TCS encourages employees and their supervisor to discuss the employee's job performance on an ongoing basis.

Classified Staff:

Formal evaluations are generally held once each year. Employees will be provided a copy of the evaluation tool and will do a self-evaluation as part of the process. The employee's supervisor may schedule the evaluation time in advance so that the employee is prepared for the process. In addition to these more formal performance evaluations, TCS encourages employees and their supervisor to discuss an employee's job performance on an ongoing basis.

PERSONNEL FILES

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Executive Director advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. TCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

SECTION 6 – LEAVES

FAMILY CARE AND MEDICAL LEAVE

This policy explains how the School complies with the federal Family and Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below.

- Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the threshold is five (5) employees).

- Events That May Entitle an Employee To FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

- To care for the employee’s newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
- Because of the employee’s own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School’s separate pregnancy disability policy).
 - A “serious health condition” is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - “Inpatient care” means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an “inpatient” when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- c. “Incapacity” means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
 - d. “Continuing treatment” means ongoing medical treatment or supervision by a health care provider.
- 3. To care for a spouse, domestic partner, child, or parent with a serious health condition for FMLA/CFRA. A qualifying family member may also include a grandparent, grandchild, or sibling for CFRA purposes only.
- 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- 5. For any “qualifying exigency” because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 - 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. “Twelve workweeks” means the equivalent of twelve (12) of the employee’s normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, “twelve workweeks” means sixty (60) working and/or paid eight (8) hour days.
 - 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
 - 3. The “twelve month period” in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
 - 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School’s business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School’s activities have ceased do not count against the employee’s FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week,

the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

- Pay during FMLA/CFRA Leave

1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick and vacation leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
2. An employee on leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA/CFRA leave only until the end of the month in which unpaid leave began.

- Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

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

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and

2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

- Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

- Medical Certifications

1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
2. The School will notify the employee in writing if the certification is incomplete or insufficient and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

- Procedures for Requesting and Scheduling FMLA/CFRA Leave

1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
- Return to Work
 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
 2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
 3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
 4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

PREGNANCY DISABILITY LEAVE

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

- Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

- Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

- Pay during Pregnancy Disability Leave

1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.
3. Vacation and sick leave accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

- Health Benefits

TCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. TCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

1. The employee fails to return from leave after the designated leave period expires.
2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

- Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

- Medical Certifications

1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen [15] days of the leave request) may result in a denial of the leave request until such certification is provided.
 2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
 1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.
 - Return to Work
 1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
3. In accordance with TCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

PAID PARENTAL LEAVE

TCS shall provide up to four (4) weeks of paid parental leave to all regular, full-time, and exempt employees following the birth of an employee's child, or the placement of a child with an employee in connection with adoption or foster care. Temporary, substitute, part-time, and nonexempt employees, as well as interns, are not eligible for Paid Parental Leave.

The purpose of paid parental leave is to provide all employees with the opportunity to bond with their child following the child's birth, adoption or foster care placement. This policy runs concurrently with FMLA/CFRA/PDL, as applicable, and provides wage replacement benefits only, not additional time off from work.

Paid parental leave must be taken within twelve (12) months of the child's birth, adoption, or placement in foster care with the employee. Paid parental leave must be taken in one (1)

continuous period. Absent extenuating circumstances as determined by TCS, the School requires a minimum of thirty (30) days' notice for requests to take paid parental leave.

In cases of multiple births, adoptions or placements (e.g. the birth of twins or adoption of siblings), the four (4) week period of paid parental leave does not increase. Similarly, if both parents of the child are employed by the School, the parents, collectively, shall only be entitled to four (4) weeks of paid parental leave and may elect to distribute that time between them as appropriate.

If a holiday occurs while an employee is on paid parental leave, the holiday will be charged to holiday pay (if applicable to the employee) and will not extend the total paid parental leave entitlement.

Upon termination of employment, any unused Paid Parental Leave will not be paid out to an employee.

MILITARY AND MILITARY SPOUSAL LEAVE OF ABSENCE

TCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, TCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

TCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the

employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

INDUSTRIAL INJURY LEAVE (WORKERS' COMPENSATION)

TCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Director;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. TCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.

- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). The Principal will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. Employees with questions concerning this leave and/or any benefit related questions should contact the Principal.

BEREAVEMENT LEAVE

Full-time employees are entitled to three (3) days of paid bereavement leave due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). For travel to a funeral over five hundred (500) miles away from the full-time employee's home, five (5) days of paid bereavement leave will be provided. Bereavement leave pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.

JURY DUTY LEAVE

TCS will pay for up to five (5) days if an employee is called to serve on a jury or as a witness. In addition, for exempt employees who continue to perform work duties as assigned during jury duty, the School will continue to pay that employee during their jury duty.

TIME OFF TO VOTE

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

SCHOOL APPEARANCE AND ACTIVITIES LEAVE

As required by law, TCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian

is an employee of TCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime.

An employee must give reasonable advanced notice to the School by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use available sick or vacation. Employees will not be discharged or discriminated/retaliated against because of an absence protected by this law.

VICTIMS OF ABUSE LEAVE

TCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide TCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide TCS one (1) of the following certifications upon returning back to work:

1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, TCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

ADULT LITERACY LEAVE

TCS will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education, although employees may utilize accrued/unused vacation. If employees do not have any vacation available, they will be permitted to take the time off without pay.

BONE MARROW AND ORGAN DONOR LEAVE

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave. An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking

a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

DRUG AND ALCOHOL REHABILITATION LEAVE

TCS will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in alcohol or drug rehabilitation programs, although employees may utilize accrued/unused vacation. If employees do not have any vacation available, they will be permitted to take the time off without pay.

This policy in no way restricts TCS's right to discipline an employee, up to and including termination of employment, for violation of TCS's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

Employees are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer, or emergency rescue personnel. This is an unpaid leave, but the employee may use any accrued/unused vacation or sick leave.

CIVIL AIR PATROL LEAVE

TCS provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three (3) days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with TCS for ninety (90) days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use available paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of vacation under this policy.

RETURNING FROM LEAVE OF ABSENCE

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Executive Director.

SECTION 7 – BENEFITS

SCHOOL HOLIDAYS

The TCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. vacation, personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

VACATION

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session.

Regular full-time administrative, classified and **certificated** employees are entitled to vacation terms based upon date of hire, length of service and status with the School. Full-time **classified** and **certificated** employees shall accrue ten (10) days of paid vacation each year, beginning after six (6) months of service. Paid vacation time for administrators will be established in the administrator's employment contract. Employees working on part-time basis (less than full-time) and teachers/program specialists shall not earn vacation days.

Any vacation time taken during the school year or otherwise should be coordinated and cleared by the Executive Director subject to scheduling and seniority. No vacation time may be taken by clerical staff during the last two (2) weeks of August unless specifically authorized by the Executive Director.

For clerical employees, vacation days should be taken when school is not in session, preferably between July 1 to August 15. Vacation time is figured on a school year beginning with the opening of school rather than on a fiscal year.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of twenty (20) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

UNPAID LEAVE OF ABSENCE

TCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

SICK LEAVE

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible full-time employees shall be credited with eighty (80) hours of sick leave at the beginning of each work year. All eligible part-time employees shall be credited with twenty-four (24) hours of sick leave at the beginning of each work year.

New employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Accrued sick leave carries over from year to year up to a cap of 160 hours. However, the School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be

required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

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

Personal Necessity Leave

Full-time employees who do not receive vacation (~~e.g., teachers, program specialists, etc.~~) may use up to forty (40) hours of sick leave in cases of personal necessity upon prior approval each work year. Personal necessity is defined as any of the following:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; and
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs. Approval shall be at the discretion of the School and shall not serve as precedent for any other request. Personal necessity leave is not vacation, does not carry over from year to year, and is not paid out upon separation from employment. Verification of personal necessity leave may be required upon return to work.

PAID SICK LEAVE DONATION POLICY

Personal Hardship

Employees who have exhausted all paid sick leave (PSL) may request donations from co-workers through this policy. The PSL donation policy applies to employees suffering from a catastrophic illness or other medical emergency, which for the purposes of this policy, constitutes an employee's or a family member's medical condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PSL available.

Eligibility

Employees who are experiencing hardship due to a catastrophic illness or medical emergency are eligible to request and receive donations of PSL from other employees who have agreed to surrender leave to the School-sponsored leave bank.

Requests for Donations

A written request for PSL donations that describes the specific medical emergency or medical condition must be submitted to the Principal. The Principal will verify the employee's eligibility and make a written determination which will be given to the employee as soon as practical.

Donations of Paid Leave

Employees who have more than twenty-four (24) hours of PSL and who wish to donate PSL to the School-sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are completely voluntary, and no adverse action will be taken against any employee who chooses not to donate PSL. Any donations of PSL shall be subject to the following procedures and restrictions:

1. Donating employees must maintain a minimum of twenty-four (24) hours of PSL after reducing their leave balance to provide the donation.
2. Employees may not donate more than forty (40) hours of PSL in a twelve (12) month period.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance. The Principal or designee shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable "wages" to such eligible employee for the payroll period utilized. No employee shall receive payment for more than forty (40) hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by TCS. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by TCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis. Employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If employees have any benefit-related questions while on a leave of absence, please contact the Principal.

Full-time employees will also be covered under an insurance policy that includes Life, Short-term Disability and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the School and available for employees to purchase.

COBRA BENEFITS

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

TCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. TCS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- TCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

SOCIAL SECURITY/MEDICARE

Full-time regular employee contributing to a retirement system (PERS/STRS) are not covered under Social Security. When such employees retire, or if they become disabled, they may receive a pension based on earnings from this job. If such employees are also entitled to a benefit from Social Security based on either their own work or the work of their spouse, or former spouse, their pension may affect the amount of the Social Security benefits they receive. Medicare benefits, however, will not be affected.

TCS withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security) for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight (8) weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under TCS policy and applicable law.

TCS will require employees to take up to two (2) weeks of unused vacation prior to their receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, employees may contact the California Employment Development Department.

SECTION 8 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using TCS’s computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet (“Communications Systems”), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee’s immediate supervisor.

The Communication Systems are the property of TCS and have been provided for use in conducting TCS business. All communications and information transmitted by, received from, created, or stored in TCS’s Communication Systems are records and property of TCS. The Communication Systems are to be used for School purposes only. Employees may, however, use TCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee’s duties, is not done for pecuniary gain, does not conflict with TCS business, and does not violate any TCS policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Employees should use email accounts for School related communications. Such Communications should take place using the employee’s email account

No Expectation of Privacy

TCS has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, TCS may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TCS’s Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TCS’s Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TCS’s right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed TCS upon request for any reason that TCS, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though TCS has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on TCS letterhead.

Offensive and Inappropriate Material

TCS's policy against discrimination and harassment, sexual or otherwise, applies fully to TCS's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TCS's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Executive Director or the Principal.

TCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TCS networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TCS's blocking software.

Solicitations

TCS's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the Executive Director.

Games and Entertainment Software

Employees may not use a TCS Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TCS's "Confidential Information" policy, contained herein, for a general description of what TCS deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TCS's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any TCS approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of TCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of TCS."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TCS's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer an employee is using is not connected to TCS's network.

Files obtained from sources outside TCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage TCS's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-TCS sources, without

first scanning the material with TCS approved virus checking software. If an employee suspects that a virus has been introduced into TCS network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

TCS reserves the right to modify this policy at any time, with or without notice. TCS may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA POLICY

TCS has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. If an employee wishes to use networking protocols or set up a social media site as a part of the educational process, they must work with the School's administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School, and the School will have unrestricted access to and control of such sites.

Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Teachers are not to initiate "friendships" with students or parents. Employees must delete any students already on their "friends" list immediately.

With regard to social networking content, employees should not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any School-related business or policy, employee, student, or parent. Additionally, employees should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. TCS encourages employees to post only what they want the world to see. Employees must imagine that students, their parents, or administrators will visit their site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Due to security risks, employees must be cautious when installing the external applications that work with the social networking site. At a minimum, it is recommended that all employees should have all privacy settings set to "Only Friends". The settings "Friends of Friends" and "Networks and Friends" open their content to a large group of unknown people, including students.

Personal or Professional Blogs

If an employee develops a website or writing a blog that will mention TCS, they must identify that they are an employee of the organization and that the views expressed on the blog or web site are theirs alone and do not represent the views of TCS. Unless given permission by the Executive Director, employees are not authorized to speak on behalf of TCS or to represent that they do so.

If an employee is developing a site or writing a blog that will mention TCS, as a courtesy to the organization, please let the Executive Director know in advance of publication. The Executive Director may choose to visit an employee's blog or social networking site from time to time.

Employees may not share information that is confidential and proprietary with regard to TCS. This includes, but is not limited to, information about curriculum, School dynamics, School programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what TCS considers confidential and proprietary. If employees have any questions about whether information has been released publicly or doubts of any kind, they should speak with the Executive Director or Principal.

When writing a blog or participating in any other social networking site, employees should speak respectfully about TCS and our current and potential employees, students, parents, and competitors. Name-calling or behavior that will reflect negatively on the organization's reputation is discouraged. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by TCS and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking may be legally liable for anything he/she writes or presents online. Employees can be disciplined, if appropriate, by TCS for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under applicable law.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

Failure to comply with TCS's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

TCS attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - Immediately report the incident to his/her immediate supervisor and IT;
 - Obtain an official police report documenting the theft or loss; and
 - Provide a copy of the police report to his/her immediate supervisor and IT.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Personal cell phone use is not permitted while employees are working. Cell phones should be turned off and stored with an employee's other personal belongings while they are working.

If an employee is required to perform business on a cell phone for TCS while driving, they must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text based communications on a cell phone while driving a vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If an employee is assigned a School cell phone to conduct School business, they must notify their supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, undivided attention is expected of all employees. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TCS has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business. Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by TCS.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by TCS employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TCS.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. TCS must approve any postings prior to posting.

TCS reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School “premises”: property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If an employee needs to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If employees have questions, they should talk with the Principal. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If employees are subjected to such behavior at any time, they should report the activity to their supervisor. If solicitation or distribution occurs while an employee is working, the employee should report the activity to their supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of TCS to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a TCS decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all TCS Board members, employees, individual consultants hired or retained by TCS, and School Services Providers hired or retained by TCS.

Relationships between TCS Board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- (a) Family Members of TCS Board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- (b) Any time a Board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or School Services Provider(s), or in the case of a board member, in the discretion of the TCS board of directors.

- (c) Any time a Board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a Board member, in the discretion of the TCS Board of Directors.

Definitions

“Family Members” include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law. “Nepotism” describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

“School Services Provider” shall mean any provider of school services to TCS, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to TCS.

Procedures

When a Family Member of a current TCS Board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member’s application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that TCS’s best interests would be served otherwise.

When a Family Member of a current TCS Board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within TCS, the Family Member’s application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of TCS, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, TCS will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement between the employees involved and TCS. If a mutual agreement is unattainable, the Board will determine, in TCS’s best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that TCS's best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping. Employees will be assigned all appropriate building keys needed to conduct their daily job responsibilities. Employees are responsible for all keys to which they are assigned. Duplication of any School key is not allowed and is strictly prohibited. It is against TCS policy for employees to loan or distribute their assigned keys to another employee or non-employee of the School. If an employee's school keys are lost, misplaced, destroyed, or stolen, they must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after regular business hours without prior authorization.

INTERNAL INVESTIGATIONS AND SEARCHES

From time to time TCS may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In TCS's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TCS property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TCS. TCS will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect TCS or which occur on TCS property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on TCS premises, regardless of the relationship between TCS and the parties involved
- All threats or acts of violence occurring off TCS premises involving someone who is acting in the capacity of a representative of TCS

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TCS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TCS's prohibition against threats and acts of violence applies to all persons involved in TCS's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on TCS property. Violations of this policy by any individual on TCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Executive Director or Principal.

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 matter to the Executive Director.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy 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. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

SECTION 9 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The Executive Director or immediate supervisor will inform employees of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity.

Employees should consult their immediate supervisor if they have any questions regarding appropriate attire.

PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTIONS

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

Corporal Punishment

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

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

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

- A. Examples of PERMITTED actions (NOT corporal punishment)
 - 1. Stopping a student from fighting with another student;
 - 2. Preventing a pupil from committing an act of vandalism;
 - 3. Defending yourself from physical injury or assault by a student;
 - 4. Forcing a pupil to give up a weapon or dangerous object;
 - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
 - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 - 3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

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

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Boundaries Defined

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

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable 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, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring 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 any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by 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 school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- 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
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor, Principal or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

STAKEHOLDER AND PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "stakeholders") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, employees must immediately notify their supervisor, Principal or the Executive Director. TCS will absolutely not tolerate conduct toward School stakeholders or the general public that might be interpreted as unlawful discrimination or harassment. The Principal will open an investigation into the instance and document any findings. After the investigation has concluded the report and the findings will be filed with the Principal. If an employee witnesses conduct in violation of this policy, they should immediately bring it to the attention of their supervisor or the Executive Director.

PROHIBITED CONDUCT

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

- Falsification of employment records, employment information, or other School records.
- Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.

- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Using or possessing firearms or any other dangerous weapons or explosives of any kind on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Violations of the unlawful harassment/discrimination/retaliation policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration.
- Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the School name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods).
- Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Failure to timely notify your supervisor when you are unable to report to work.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communications Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's Personal Standards or dress code.
- Breaching confidentiality.
- Making derogatory racial, ethnic, religious, or inappropriate remarks or gestures; any violation of the Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security, or School rule.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.

- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.
- Gambling on School premises.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Any other conduct detrimental to other employees or the School's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to possess or maintain the credential/certificate required of the position.

OFF-DUTY CONDUCT

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. TCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time. Full-time employees must devote their full professional effort to their position at TCS. If any employee wishes to participate in outside work activities, they are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with TCS's interests. In general, outside work activities are not allowed when they:

- Prevent an employee from performing work for which they are employed at TCS.

- Involve organizations that are doing or seek to do business with TCS including actual or potential vendors.
- Violate provisions of law or TCS policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Employees' obligations to TCS must be given priority. Full-time employees are hired and continue employment with the understanding that TCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

TCS will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of TCS business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY PROHIBITING THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS AND STAKEHOLDERS

Policy Statement

It is the policy of TCS that employees shall not provide any funds or thing of value to any student or his or her parent or guardian. TCS does not and shall not provide, for example, "sign up bonuses" to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with TCS in order to obtain funds or thing of value from TCS. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with TCS for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in TCS, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student's education at TCS, resulting in the individual's receipt of funds or thing of value from TCS.

Procedures

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

1. Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
2. Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

SECTION 10 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TCS to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), 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, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if an employee is required to take any kind of prescription or nonprescription medication that will affect their ability to perform their job, they are required to report this to the Principal. The Principal will determine if it is necessary to temporarily place the employee on another assignment or take other action as appropriate to protect the employee's safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include 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.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that 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.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

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

The School may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both tobacco and marijuana products). Smoking is prohibited within twenty (20) feet of a school building and within twenty-five (25) feet of a school playground or event location.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff are expected to question any unknown person seen in the workplace who does not have a visitor's pass. If an employee is leaving late at night or is in any other situation that presents a security concern or results in the employee feeling uncomfortable, please seek the assistance of the Executive Director, other employees, or call 911. Report any suspicious persons or activities to the Executive Director. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Employees should immediately contact their supervisor or school administrators for assistance or call 911. Employees must secure their desk or work area at the end of the day or when called away from their work area for an extended length of time, and not leave valuable and/or personal articles that may be accessible in or around their work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to the Executive Director.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TCS property or while performing work away from TCS property. Employees should be cautious and keep School property and/or personal possessions out of sight and lock their cars. Insuring vehicles and personal property against loss and damage is recommended for an employee's own protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized School business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's reimbursement policies. Employee must have prior approval from their supervisor for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TCS cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TCS's premises, including the parking area, or away from school property while on school business. TCS employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

TCS is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Employees must report all unsafe conditions or hazards to their supervisor and the Executive Director immediately, even if they believe they have corrected the problem. If an employee suspects a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is

responsible, they must bring it to the attention of their supervisor and the Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to a supervisor and the Principal.

TCS has in place a written Injury and Illness Prevention Program as required by law. Please contact the Principal for further information.

ERGONOMICS

TCS has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. Employees should report any ergonomic concerns to the Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If employees have any questions or concerns about possible chemical exposure in their work area, they should contact the Executive Director.

SECTION 11 – TERMINATION OF EMPLOYMENT

VOLUNTARY RESIGNATION

TCS will consider an employee to have voluntarily resigned his or her employment if the employee does any of the following: (1) elects to resign from TCS; or (2) fails to report for work without notice to TCS for three consecutive work days. TCS requests that employees provide at least two (2) weeks written notice of a voluntary resignation. All TCS property must be returned immediately upon resigning employment. TCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TCS's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, TCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TCS may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at TCS. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Principal. Only the Principal or Executive Director are authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TCS will disclose only the dates of employment and the title of the last position held. TCS will verify or disclose additional information about the employee only if the employee provides written authorization for TCS to provide the information. However, TCS will provide information about current or former employees as required by law or court order. TCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Principal.

SECTION 12 – INTERNAL COMPLAINT REVIEW

The purpose of the “Internal Complaint Review Policy” is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School’s “Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation.”

Internal Complaints

(Complaints by Employees Against Employees)

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

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

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

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

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

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

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board President (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant’s concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

TCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed, or discriminated or retaliated against, you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

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

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

Received by: _____

Date: _____

APPENDIX B
INTERNAL COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

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

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

Signature of Complainant

Date: _____

Print Name

To be completed by School:

Received by: _____ Date: _____

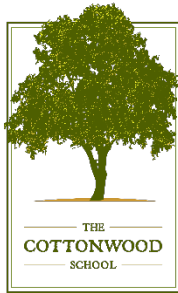
Cover Sheet

COVID-19 Reporting Process

Section: V. Operations
Item: C. COVID-19 Reporting Process
Purpose: Vote
Submitted by:
Related Material: COVID-19 Reporting Process.pdf

BACKGROUND:

To be added to the Comprehensive Safety Plan 2021-2022



COVID-19 Reporting Process

AB 685 mandates increased COVID-19 reporting requirements. School employees must be notified within one business day of any potential exposure to COVID-19 in the workplace with specific information regarding their rights in response to the exposure, as well as the employer's disinfection/safety plan. The local public health agency must be notified within forty-eight hours in the event of an outbreak in the workplace.

School:

- The school will notify all employees at a worksite of potential exposures, COVID-19-related benefits and protections, and disinfection and safety measures that will be taken at the worksite in response to the potential exposure.
- The school will provide a written notice to all employees, and the employers of subcontracted employees, who were on the premises at the same worksite as the person who was infectious with COVID-19 or who was subject to a COVID-19-related quarantine order within one business day.
- The school will notify local public health agencies of all workplace outbreaks, which are defined as three or more laboratory-confirmed cases of COVID-19 among employees who live in different households within a two-week period.
- The school will notify local public health agencies of outbreaks within 48 hours of becoming aware of the number of cases that meets the definition of an outbreak. The school will notify the local public health agency in the jurisdiction of the worksite of the names, phone number, occupation, and worksite of employees who may have COVID-19 or who are under a COVID-19 isolation order from a public health official.
- The school will provide staff who may have been exposed with information regarding COVID-19 related benefits available under federal, state, and local laws. This information would include workers compensation benefits, COVID-19-related leaves, company sick leave, state-mandated leave, supplemental sick leave, and anti-retaliation and antidiscrimination protections.
- The school will notify all employees of the disinfection and safety plan that the employer plans to implement and complete in accordance with the guidelines of the Centers for Disease Control.
- The school will report the business address and NAICS industry code of the worksite where the infected or quarantined individuals work.
- The school will provide information about access to COVID-19 testing.
- The school will provide information about COVID-19 hazards to staff and anyone that comes into contact with the school workplace.

- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue an Order Prohibiting Use (OPU) to shut down an entire worksite or a specific worksite area that exposes employees to an imminent hazard related to COVID-19.
- From January 1, 2021 until January 1, 2023, Cal/OSHA can issue citations for serious violations related to COVID-19 without giving employers 15-day notice before issuance.

Staff:

- Staff need to report to the school, without fear of reprisal, COVID-19 symptoms, possible COVID-19 exposures, and possible COVID-19 hazards at the workplace.
- Staff with medical or other conditions that put them at increased risk of severe COVID-19 illness shall inform Human Resources.