

Agenda

East Bay Innovation Academy Board Meeting

Thursday Aug 20, 2015 @ 7:30 PM at EBIA - 3400 Malcolm Ave, Oakland, CA 94605

Agenda Item	Purpose	Who	Time
I. Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes (Board Meeting on 06-10-15)	L. Jacobson Jones	
D. Adjourn Open Session		L. Jacobson Jones	
II. Closed Session Pursuant to Section 54957			
A. Record Attendance	FYI		1
B. Conference with Labor Negotiator	FYI	D. Krugman	25
C. Adjourn Closed Session	FYI		2
III. Academic Excellence			
A. Resume Open Session and Record Attendance	FYI	L. Jacobson Jones	5
B. Teacher Preparation, Team Update	FYI	D. Krugman	5
C. 2015/16 Scope and Sequence and Bell Schedule	FYI	D. Krugman	15
D. Year 1 to 2 Curriculum Update	FYI	D. Krugman	10
IV. Finance			
A. 2014/15 Results	Discuss	M. Cho	20
B. Financing Update	Vote	R. Benning	5
C. Updated Finance Policy	Vote	L. Jacobson	10

Agenda Item	Purpose	Who	Time
		Jones	
D. Enrollment Update	FYI	L. Jacobson Jones	5
V. Governance			
A. Board Expansion Committee update	FYI	R. Benning	5
VI. Other Business			
A. Consent Agenda	Vote		5
B. Policy Updates	Vote		5
VII. Closing Items			
A. Adjourn Meeting	Vote		

Agenda Cover Sheets

Section: III. Academic Excellence

Item: B. Teacher Preparation, Team Update

Purpose: FYI

Goal:

Submitted by:

Related Material:

Aug. 2015 Board Deck (1).pdf

Section: III. Academic Excellence

Item: C. 2015/16 Scope and Sequence and Bell Schedule

Purpose: FYI

Goal:

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Section: III. Academic Excellence

Item: D. Year 1 to 2 Curriculum Update

Purpose: FYI

Goal:

Submitted by:

Related Material:

Aug. 2015 Board Deck (1).pdf

Section: IV. Finance

Item: A. 2014/15 Results

Purpose: Discuss

Goal:

Submitted by:

Related Material:

EBIA July financials-2015.08.17-mc-CASH FLOW with Director of Innov Instr.pdf

EBIA July financials-2015.08.17-mc-YTD with Director of Innov Instr.pdf

EBIA 15-16 Budget update-2015.08.17-mc MYP with Director of Innov Instr.pdf

EBIA_Aug-2015_financial presentation-2015.08.18-mc DRAFT.pdf

EBIA 15-16 Budget update - 2015.08.17-mc MYP.pdf

EBIA July financials-2015.08.17-mc-YTD.pdf

EBIA July financials-2015.08.17-mc-CASH FLOW.pdf

Section: IV. Finance

Item: C. Updated Finance Policy

Purpose: Vote

Goal:

Submitted by:

Related Material:

EBIA Financial Policies and Procedures as of 082015 final.pdf

Accounts Payable Rules EBIA 082015 Final.pdf

Section: VI. Other Business

Item: B. Policy Updates

Purpose: Vote

Goal:

Submitted by:

Related Material:

EBIA Tech Use Policy.Final.SY15.16.pdf

EBIA Employee Handbook - August 2015.pdf

EBIA Parent and Student Handbook 2015-16.pdf



Minutes

East Bay Innovation Academy Board Meeting

Wednesday Jun 10, 2015 @ 8:00 PM at 3400 Malcolm Ave, Oakland 94605

Board Members Present

Amber Banks, Gary Borden, Laurie Jacobson Jones, Matt Williams, Rochelle Benning

Board Members Absent

Ken Berrick, Tali Levy, Tom Pryor

Guests Present

Devin Krugman, Michelle Cho

I. Opening Items

Call the Meeting to Order

Laurie Jacobson Jones called a meeting of the board of directors of East Bay Innovation Academy to order on Wednesday Jun 10, 2015 @ 8:08 PM at 3400 Malcolm Ave, Oakland 94605.

Approve Minutes

G. Borden made a motion to approve minutes from the Board Meeting on 05-20-15.

Rochelle Benning seconded the motion.

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

II. Academic Excellence

Academic Update: Testing

Matt Williams arrived late.

Schoolwide Scorecard

LCAP Plan Update

R. Benning made a motion to approve LCAP plan as drafted.
Amber Banks seconded the motion.

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

III. Finance

Financial Update - May 2015

Updated Multi-year Plan

G. Borden made a motion to approve the multi-year plan.
Rochelle Benning seconded the motion.

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

IV. Other Business

Consent Agenda

L. Jacobson Jones made a motion to approve the consent agenda.
Rochelle Benning seconded the motion.

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

V. Closing Items

Public Comment - 3 min/person

Adjourn Meeting

L. Jacobson Jones made a motion to adjourn meeting.
Gary Borden seconded the motion.

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

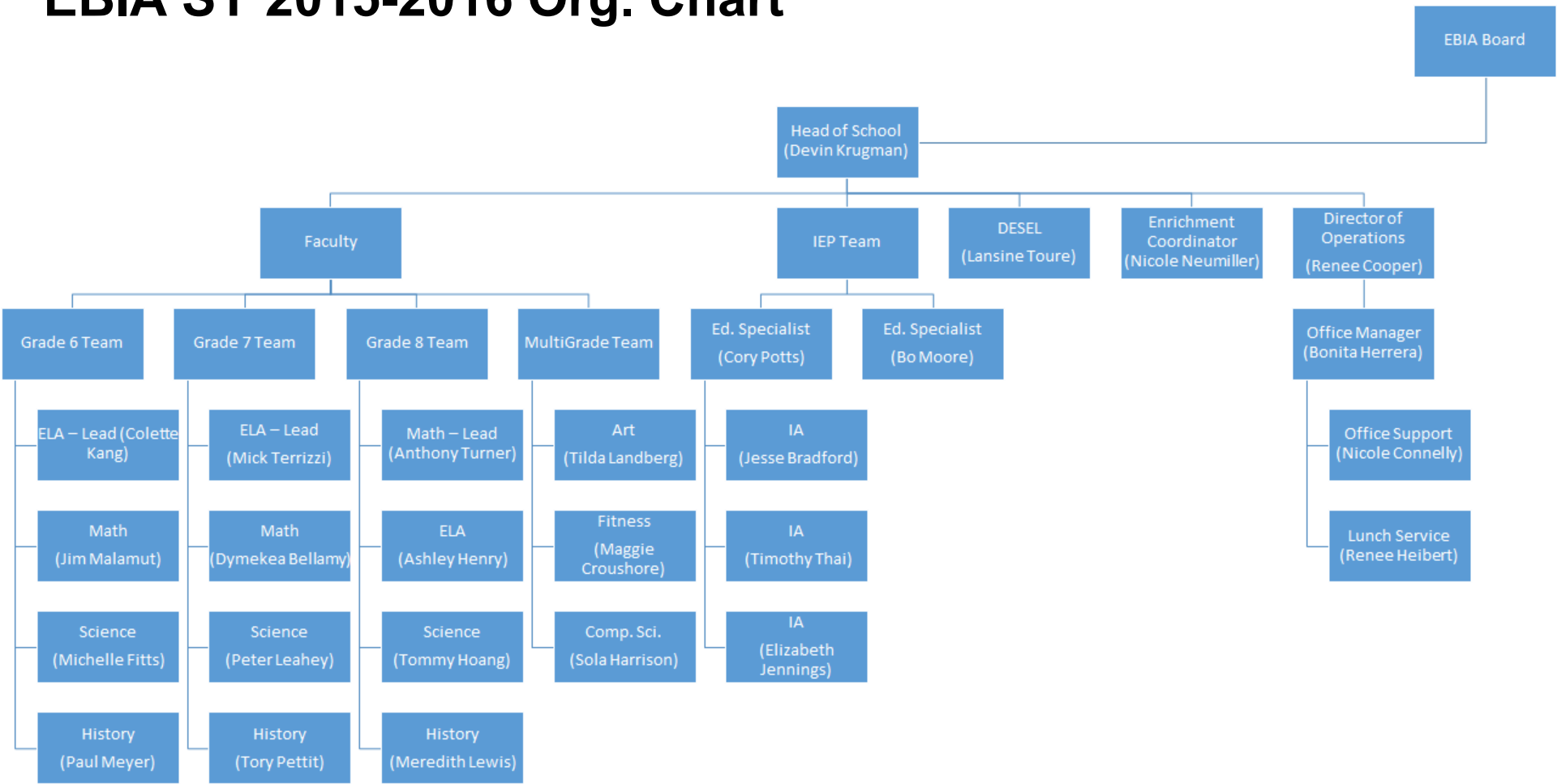
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 09:13 pm.

Respectfully Submitted,
Amber Banks

EBIA Team Updates

School Year 2015-2016

EBIA SY 2015-2016 Org. Chart



Summer Professional Development Goals & Objectives

- **Onboarding:** Mission, Vision and Model for New Staff
- **Collaborative Planning Time:** Grade Level, Department and Advisory Teams
- **SEL:** Advisory, PBIS and Restorative Justice Policies and Practices
- **HR:** Performance Management, Benefits and Systems
- **Emergency Training:** CPI, CPR, Emergency Drills
- **Orientation Week:** Activities Planning

2015-2016 Professional Development Plan

2015					2016					
August	September	October	November	December	January	February	March	April	May	June
UbD Yearlong Backmapping (Individual, GLT and Dept.)	Goal-Based Coaching and Evaluation									Year 3 Planning
	Department Specific PD - Text Selection, Practices Infusion, etc.									
	Curriculum Design: Inquiry and Questioning			Revisit and Revise Spring Plans Based on Fall Performance			Capstone Planning, Execution and Reflection			
Model Overview	Student Collaboration and Communication	Design Thinking Integration		Building PBL into Daily Instruction			Student-Driven Project Design		Coaching Self-Directed Learners	
		Blended Learning Use and Troubleshooting								
Teambuilding and Culture Setting	Supporting Personalized Need - PLPs, SSTs, IEP/504s, ELs, etc.			Health, Wellness and Sex Ed. Curriculum Development and Implementation			Coaching to the Finish: Ensuring Growth for All Students			
	Project Management and Self-Directed Learning Support			Culturally Relevant and Responsive Teaching (Identity Based Conversations)						

Academic Schedule Updates

School Year 2015-2016

Academic Growth Targets: Year 2

- **Reading Growth:** Increased comprehension growth for all students
 - Updated bell schedule
 - Achieve 3000 Purchase
- **Design Thinking Integration:** More consistent infusion across courses
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 - Science course redesign
- **SEL Inclusion:** More consistent and inclusive practices
 - DESEL hire
- **Interession Alignment:** Stronger connection to mission and vision
 - Enrichment Coordinator hire

Academic Schedule Updates

School Year 2015-2016

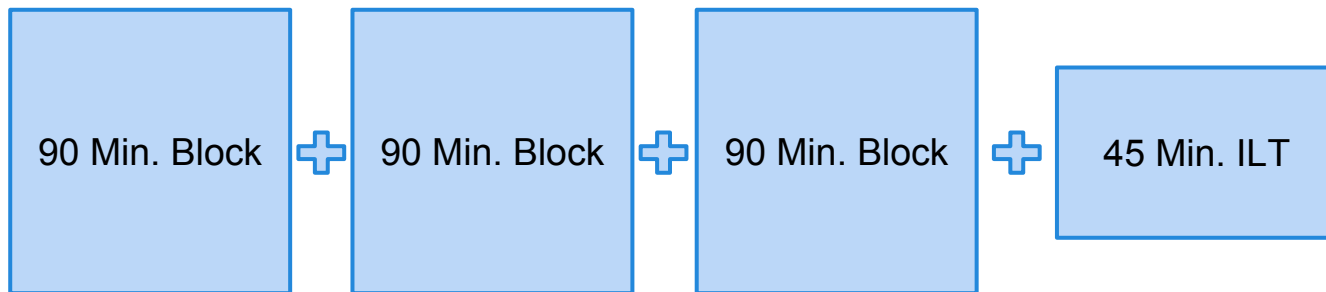
Sample Cohort Week

6A	Monday	Tuesday	Wednesday	Thursday	Friday
Advisory (9:00-9:25)	Advisory	Advisory	Advisory	Morning Meeting	Advisory
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Overview

- **What's built into a week...**

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- 2-3 45 min. periods per cohort a week for computer science, art and fitness
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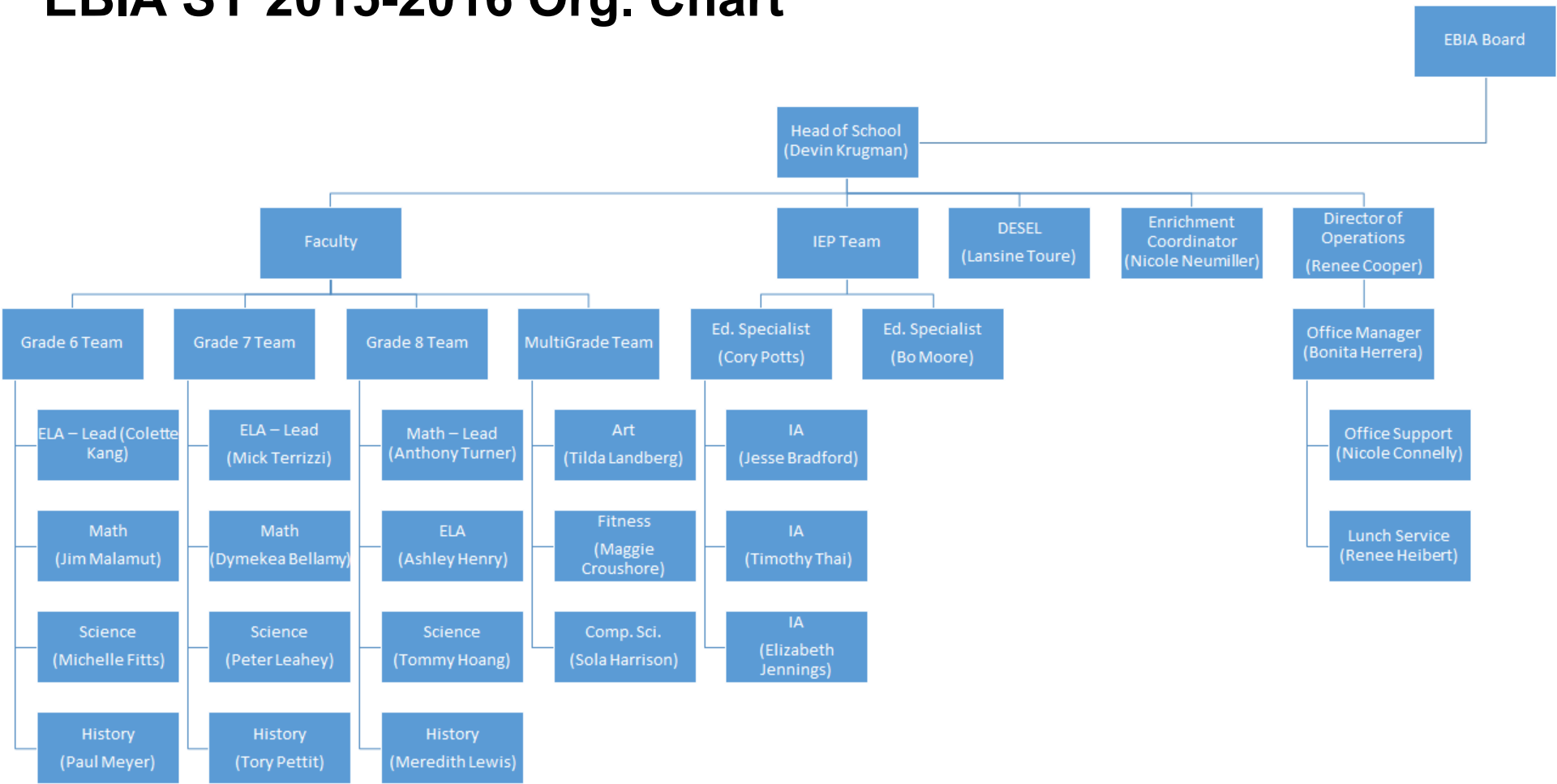
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- Model is a stronger alignment to college and career model.
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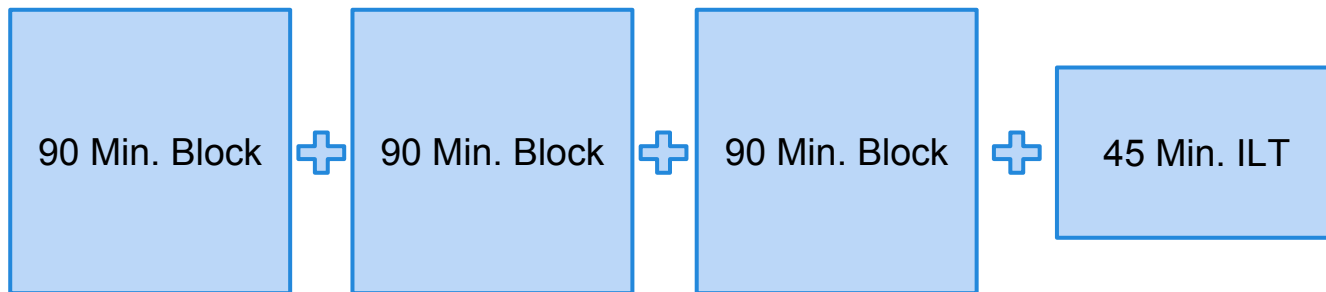
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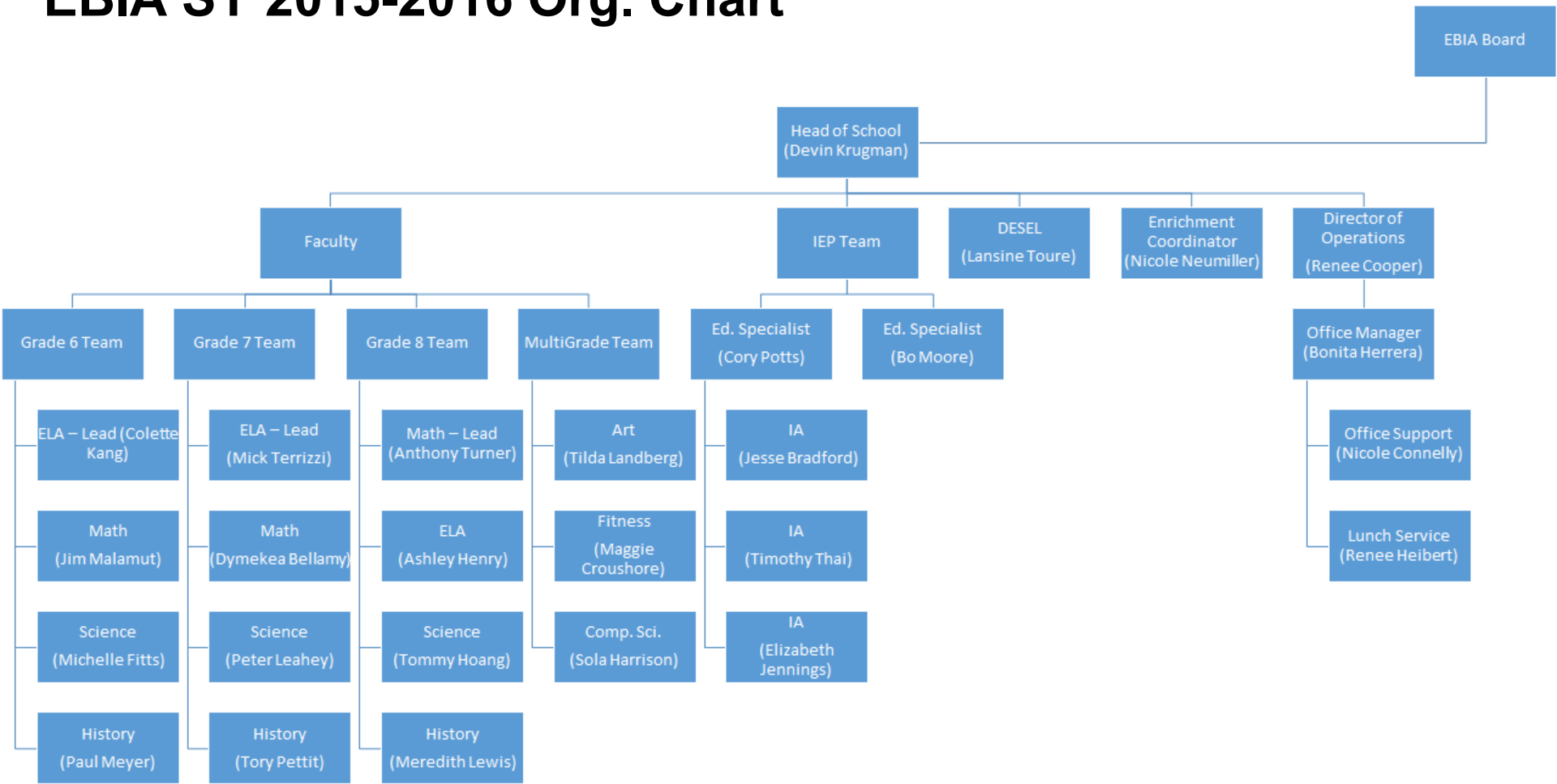
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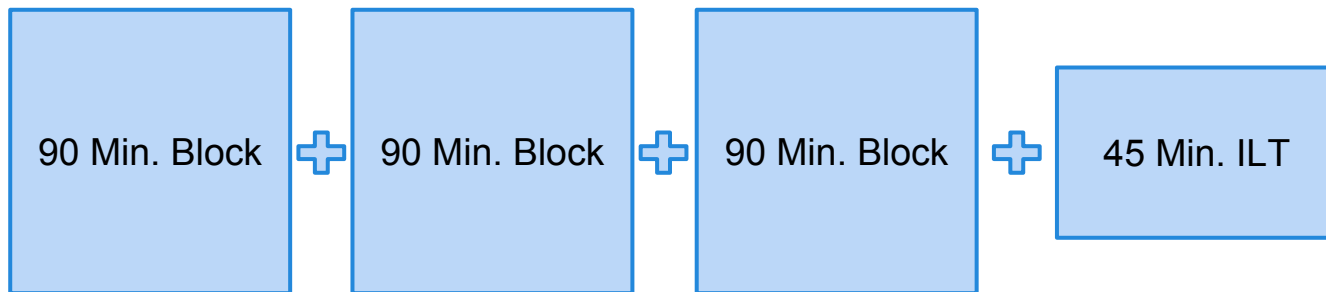
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East Bay Innovation Academy

Monthly Cash Forecast

As of July close

	2015/16												Forecast	AP/AR
	Actual & Projected													
	Jul Actual	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
Beginning Cash	\$131,478	163,181	65,513	(133,156)	70,169	(19,570)	(129,509)	(5,181)	(49,037)	2,376	148,951	219,600		
Revenue														
General Block Grant	-	78,857	101,415	407,158	131,415	131,415	270,866	131,415	265,083	247,119	219,336	219,336	2,438,900	235,486
Federal Income	-	-	-	-	-	-	39,783	5,103	10,353	45,033	10,353	10,353	213,881	92,903
Other State Income	-	4,614	5,348	8,305	8,305	52,688	53,047	17,761	26,402	43,759	30,297	22,669	349,015	75,819
Local Revenues	12	(12)	185	185	185	185	185	185	185	185	185	185	1,849	-
Fundraising and Grants	4,614	25,386	-	-	-	-	8,333	28,333	33,333	33,333	33,333	33,333	200,000	-
Total Revenue	4,626	108,845	106,948	415,648	139,904	184,287	372,215	182,797	335,357	369,430	293,505	285,876	3,203,645	404,208
Expenses														
Compensation & Benefits	31,955	124,173	179,169	173,440	172,485	172,485	180,124	173,440	173,440	171,236	171,236	175,099	1,898,283	-
Books & Supplies	51,950	20,583	26,921	18,175	18,175	18,175	7,540	7,540	7,540	7,540	7,540	7,540	199,221	-
Services & Other Operating Expenses	13,828	49,374	100,799	56,980	56,980	103,721	61,495	57,362	104,236	55,768	55,768	102,509	832,327	13,506
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	97,733	194,130	306,889	248,595	247,641	294,382	249,159	238,342	285,216	234,545	234,545	285,148	2,929,831	13,506
Operating Cash Inflow (Outflow)	(93,108)	(85,285)	(199,942)	167,052	(107,736)	(110,094)	123,056	(55,545)	50,140	134,885	58,960	729	273,813	390,701
Revenues - Prior Year Accruals	132,918	20,212	-	35,000	16,725	(1,117)	-	-	-	-	-	6,115	-	-
Expenses - Prior Year Accruals	-	(25,928)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(14,847)	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(23,260)	(6,667)	11,689	11,689	11,689	11,689	11,689	11,689	11,689	11,689	11,689	5,845	-	-
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	(10,417)	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	30,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	163,181	65,513	(133,156)	70,169	(19,570)	(129,509)	(5,181)	(49,037)	2,376	148,951	219,600	232,289		

East Bay Innovation Academy

Budget vs. Actuals

As of July close

	Actual		Budget vs. Actual		Budget				
	Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
SUMMARY									
Revenue									
General Block Grant	-	-	-	-	2,446,331	2,446,331	2,438,900	(7,431)	2,438,900
Federal Revenue	-	-	-	-	217,262	217,262	213,881	(3,381)	213,881
Other State Revenues	-	-	7,364	(7,364)	329,532	329,532	349,015	19,483	349,015
Local Revenues	12	12	-	12	1,849	1,849	1,849	-	1,837
Fundraising and Grants	4,614	4,614	-	4,614	170,000	170,000	200,000	30,000	195,386
Total Revenue	4,626	4,626	7,364	(2,739)	3,164,974	3,164,974	3,203,645	38,671	3,199,019
Expenses									
Compensation and Benefits	31,955	31,955	47,103	15,148	1,990,115	1,990,115	2,008,255	(18,140)	1,976,300
Books and Supplies	51,950	51,950	10,768	(41,182)	199,221	199,221	199,221	-	147,271
Services and Other Operating Expenditures	13,828	13,828	21,672	7,844	814,101	814,101	832,327	(18,226)	818,499
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expenses	97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	3,039,803	(36,366)	2,942,070
Operating Income (excluding Depreciation)	(93,108)	(93,108)	(72,180)	(20,928)	161,537	161,537	163,841	2,305	256,949
<i>Operating Income (including Depreciation)</i>	<i>(93,108)</i>	<i>(93,108)</i>	<i>(72,180)</i>	<i>(20,928)</i>	<i>161,537</i>	<i>161,537</i>	<i>163,841</i>	<i>2,305</i>	<i>256,949</i>
Fund Balance									
Beginning Balance (Unaudited)	33,476	33,476	33,476	-	33,476	33,476	33,476	-	-
Audit Adjustment	-	-	-	-	-	-	-	-	-
Beginning Balance (Audited)	33,476	33,476	33,476	-	33,476	33,476	33,476	-	-
Operating Income (including Depreciation)	(93,108)	(93,108)	(72,180)	-	161,537	161,537	163,841	-	-
Ending Fund Balance (including Depreciation)	(59,632)	(59,632)	(38,704)	-	195,012	195,012	197,317	-	-

East Bay Innovation Academy

Budget vs. Actuals

As of July close

	Actual		Budget vs. Actual		Budget				
	Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
Detail									
Enrollment Breakdown									
6					110	110	110	-	
7					130	130	130	-	
8					100	100	100	-	
Total Enrolled					340	340	340	-	
ADA %									
4-6					95%	95%	95%		
7-8					95%	95%	95%		
Average					95%	95%	95%		
ADA									
4-6					104.5	104.5	104.5		
7-8					218.5	218.5	218.5		
Total ADA					323.0	323.0	323.0		

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual	Budget vs. Actual			Budget				
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
REVENUE										
									-	-
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	-	-	-	-	1,801,045	1,801,045	1,786,705	(14,340)	1,786,705
8012	Education Protection Account Entitlement	-	-	-	-	64,600	64,600	64,600	-	64,600
8096	Charter Schools in Lieu of Property Taxes	-	-	-	-	580,686	580,686	587,595	6,909	587,595
SUBTOTAL - LCFF Entitlement		-	-	-	-	2,446,331	2,446,331	2,438,900	(7,431)	2,438,900
8100 Federal Revenue		-								
8181	Special Education - Entitlement	-	-	-	-	22,618	22,618	26,250	3,632	26,250
8220	Child Nutrition Programs	-	-	-	-	30,618	30,618	30,618	-	30,618
8290	No Child Left Behind	-	-	-	-	-	-	-	-	-
8291	Title I	-	-	-	-	12,946	12,946	6,473	(6,473)	6,473
8292	Title II	-	-	-	-	1,080	1,080	540	(540)	540
8298	Implementation Grant	-	-	-	-	150,000	150,000	150,000	-	150,000
SUBTOTAL - Federal Income		-	-	-	-	217,262	217,262	213,881	(3,381)	213,881
8300 Other State Revenues		-								
8381	Special Education - Entitlement (State)	-	-	7,364	(7,364)	147,288	147,288	154,959	7,671	154,959
8382	Special Education Reimbursement (State)	-	-	-	-	-	-	7,467	7,467	7,467
8520	Child Nutrition - State	-	-	-	-	6,561	6,561	6,561	-	6,561
8550	Mandated Cost Reimbursements	-	-	-	-	4,522	4,522	2,937	(1,585)	2,937
8560	State Lottery Revenue	-	-	-	-	52,326	52,326	58,463	6,137	58,463
8590	All Other State Revenue	-	-	-	-	118,835	118,835	109,122	(9,713)	109,122
8599	Selpa Admin Offset	-	-	-	-	-	-	9,506	9,506	9,506
SUBTOTAL - Other State Income		-	-	7,364	(7,364)	329,532	329,532	349,015	19,483	349,015
8600 Other Local Revenue										
8660	Interest	0	0	-	0	-	-	-	-	(0)
8690	Other Local Revenue	-	-	-	-	1,849	1,849	1,849	-	1,849
8999	Uncategorized Revenue	12	12	-	12	-	-	-	-	(12)
SUBTOTAL - Local Revenues		12	12	-	12	1,849	1,849	1,849	-	1,837
8800 Donations/Fundraising										
8801	Donations - Parents	1,938	1,938	-	1,938	50,000	50,000	50,000	-	48,063
8802	Donations - Private	2,649	2,649	-	2,649	120,000	120,000	150,000	30,000	147,351
8803	Fundraising	27	27	-	27	-	-	-	-	(27)
SUBTOTAL - Fundraising and Grants		4,614	4,614	-	4,614	170,000	170,000	200,000	30,000	195,386
TOTAL REVENUE		4,626	4,626	7,364	(2,739)	3,164,974	3,164,974	3,203,645	38,671	3,199,019

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
EXPENSES										
Compensation & Benefits										
1000	Certificated Salaries	-								
1100	Teachers Salaries	9,020	9,020	-	(9,020)	939,000	939,000	937,500	1,500	928,480
1111	Teacher - Elective	-	-	-	-	39,600	39,600	39,600	-	39,600
1148	Teacher - Special Ed	1,220	1,220	-	(1,220)	125,000	125,000	115,440	9,560	114,220
1300	Certificated Supervisor & Administrator Salaries	14,600	14,600	19,833	5,233	238,000	238,000	120,000	118,000	105,400
1311	Director	-	-	-	-	14,280	14,280	225,000	(210,720)	225,000
SUBTOTAL - Certificated Employees		24,840	24,840	19,833	(5,007)	1,355,880	1,355,880	1,463,415	(107,535)	1,438,575
2000 Classified Salaries										
2103	Coordinator	407	407	-	(407)	35,700	35,700	33,600	2,100	33,193
2104	Instructional Assistant	-	-	-	-	89,250	89,250	79,380	9,870	79,380
2300	Classified Supervisor & Administrator Salaries	-	-	-	-	27,000	27,000	-	27,000	-
2400	Classified Clerical & Office Salaries	4,013	4,013	-	(4,013)	134,800	134,800	79,250	55,550	75,237
2401	Classified Clerical & Office Salaries - Custom 1	-	-	-	-	3,000	3,000	3,000	-	3,000
SUBTOTAL - Classified Employees		4,420	4,420	-	(4,420)	289,750	289,750	195,230	94,520	190,810
3000 Employee Benefits										
3100	STRS	1,350	1,350	3,456	2,106	157,545	157,545	157,024	521	155,675
3200	PERS	-	-	-	-	-	-	-	-	-
3300	OASDI-Medicare-Alternative	636	636	816	180	40,753	40,753	36,393	4,360	35,757
3400	Health & Welfare Benefits	710	710	18,417	17,707	110,499	110,499	122,131	(11,632)	121,421
3500	Unemployment Insurance	-	-	1,085	1,085	21,700	21,700	19,964	1,736	19,964
3600	Workers Comp Insurance	-	-	3,497	3,497	13,988	13,988	14,098	(111)	14,098
SUBTOTAL - Employee Benefits		2,695	2,695	27,270	24,575	344,485	344,485	349,610	(5,125)	346,915

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
					Variance (YTD less Budget)		Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
		Jul	Actual YTD	Budget YTD		Approved Budget				
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	-	-	8,801	8,801	52,804	52,804	52,804	-	52,804
4200	Books & Other Reference Materials	-	-	-	-	1,600	1,600	1,600	-	1,600
4300	Materials & Supplies	1,073	1,073	1,568	495	9,405	9,405	9,405	-	8,333
4320	Educational Software	4,590	4,590	-	(4,590)	10,000	10,000	10,000	-	5,410
4330	Office Supplies	499	499	-	(499)	18,010	18,010	18,010	-	17,511
4400	Noncapitalized Equipment	1,917	1,917	-	(1,917)	14,681	14,681	14,681	-	12,764
4410	Classroom Furniture, Equipment & Supplies	-	-	-	-	2,000	2,000	2,000	-	2,000
4420	Computers (individual items less than \$5k)	43,871	43,871	-	(43,871)	42,000	42,000	42,000	-	(1,871)
4423	Staff Computers	-	-	400	400	4,800	4,800	4,800	-	4,800
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	-	180	180	180	-	180
4710	Student Food Services	-	-	-	-	43,740	43,740	43,740	-	43,740
SUBTOTAL - Books and Supplies		51,950	51,950	10,768	(41,182)	199,221	199,221	199,221	-	147,271

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
					Variance (YTD less Budget)		Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
		Jul	Actual YTD	Budget YTD		Approved Budget				
5000	Services & Other Operating Expenses									
5210	Conference Fees	-	-	-	-	10,250	10,250	10,500	(250)	10,500
5220	Travel and Lodging	-	-	-	-	2,700	2,700	2,700	-	2,700
5300	Dues & Memberships	1,059	1,059	-	(1,059)	7,026	7,026	7,026	-	5,967
5450	Insurance - Other	-	-	4,250	4,250	17,000	17,000	17,000	-	17,000
5515	Janitorial, Gardening Services & Supplies	-	-	5,871	5,871	70,452	70,452	70,452	-	70,452
5535	Utilities - All Utilities	-	-	4,016	4,016	48,188	48,188	50,732	(2,544)	50,732
5611	Prop 39 Related Costs	-	-	-	-	104,226	104,226	104,226	-	104,226
5615	Repairs and Maintenance - Building	-	-	-	-	2,011	2,011	2,011	-	2,011
5616	Repairs and Maintenance - Computers	-	-	-	-	12,000	12,000	12,000	-	12,000
5803	Accounting Fees	-	-	-	-	8,000	8,000	8,000	-	8,000
5809	Banking Fees	57	57	25	(32)	300	300	300	-	243
5810	Intersession	-	-	-	-	102,000	102,000	102,000	-	102,000
5812	Business Services	10,833	10,833	-	(10,833)	130,000	130,000	130,000	-	119,167
5815	Consultants - Instructional	600	600	1,333	733	8,000	8,000	8,000	-	7,400
5820	Consultants - Non Instructional - Custom 1	-	-	-	-	25,000	25,000	25,000	-	25,000
5824	District Oversight Fees	-	-	-	-	24,463	24,463	24,389	74	24,389
5830	Field Trips Expenses	-	-	-	-	9,300	9,300	9,300	-	9,300
5836	Fingerprinting	-	-	144	144	360	360	360	-	360
5839	Fundraising Expenses	279	279	-	(279)	6,234	6,234	6,234	-	5,955

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual			Budget vs. Actual		Budget		
				Variance (YTD less Budget)			Variance (Previous vs. Current Forecast)		
		Jul	Actual YTD	Budget YTD	Approved Budget	Previous Month's Forecast	Current Forecast	Forecast Remaining	
5843	Interest - Loans Less than 1 Year	-	-	-	800	800	800	-	800
5845	Legal Fees	-	-	4,583	55,000	55,000	55,000	-	55,000
5851	Marketing and Student Recruiting	-	-	-	1,300	1,300	1,300	-	1,300
5857	Payroll Fees	169	169	250	3,000	3,000	3,000	-	2,831
5860	Printing and Reproduction	-	-	-	180	180	180	-	180
5863	Professional Development	-	-	-	24,000	24,000	24,000	-	24,000
5869	Special Education Contract Instructors	-	-	-	80,000	80,000	80,000	-	80,000
5872	Special Education Admin Fee	-	-	-	-	-	9,506	(9,506)	9,506
5875	Staff Recruiting	115	115	-	3,090	3,090	3,090	-	2,975
5878	Student Assessment	-	-	-	3,090	3,090	3,090	-	3,090
5881	Student Information System	-	-	-	11,850	11,850	11,850	-	11,850
5884	Substitutes	-	-	-	24,182	24,182	24,182	-	24,182
5887	Technology Services	-	-	-	3,579	3,579	9,579	(6,000)	9,579
5900	Communications	715	715	1,200	14,400	14,400	14,400	-	13,685
5905	Communications - Cell Phones	-	-	-	120	120	120	-	120
5915	Postage and Delivery	-	-	-	2,000	2,000	2,000	-	2,000
SUBTOTAL - Services & Other Operating Exp.		13,828	13,828	21,672	814,101	814,101	832,327	(18,226)	818,499

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Budget vs. Actual				Budget				
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
6000	Capital Outlay									
6100	Sites & Improvement of Sites	-	-	-	-	-	-	-	-	-
6200	Buildings & Improvement of Buildings	-	-	-	-	-	-	-	-	-
6300	School Libraries	-	-	-	-	-	-	-	-	-
6400	Equipment	-	-	-	-	-	-	-	-	-
	SUBTOTAL - Capital Outlay	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES		97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	3,039,803	(36,366)	2,942,070
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES including Depreciation		97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	3,039,803	(36,366)	2,942,070

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

	2015/16	2015/16	2015/16	2016/17	2017/18
	Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
SUMMARY					
Revenue					
General Block Grant	2,446,331	2,438,900		3,262,804	4,170,203
Federal Revenue	217,262	213,881		102,137	130,515
Other State Revenues	329,532	349,015		293,337	360,864
Local Revenues	1,849	1,849		97,292	211,917
Fundraising and Grants	170,000	200,000		190,000	200,000
Total Revenue	3,164,974	3,203,645		3,945,570	5,073,500
Expenses					
Compensation and Benefits	1,990,115	2,008,255		2,557,430	3,215,802
Books and Supplies	199,221	199,221		293,791	375,877
Services and Other Operating Expenditure	814,101	832,327		975,749	1,166,721
Capital Outlay	-	-		-	-
Total Expenses	3,003,437	3,039,803		3,826,970	4,758,400
Operating Income (excluding Depreciation)	161,537	163,841		118,599	315,100
<i>Operating Income (including Depreciation,</i>	161,537	163,841		118,599	315,100
Fund Balance					
Beginning Balance (Unaudited)	33,476	33,476		197,317	315,917
Operating Income (including Depreciation)	161,537	163,841		118,599	315,100
Ending Fund Balance (including Depreciation)	195,012	197,317		315,917	631,016
Ending Fund Balance as a % of Expenses	6%	6%		8%	13%

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
Detail						
Enrollment Summary		-	-	-	-	-
4-6		110	110	-	110	110
7-8		230	230	-	235	220
9-12		-	-	-	100	220
Total Enrolled		340	340	-	445	550
ADA %						
4-6		95%	95%	-	95%	95%
7-8		95%	95%	-	95%	95%
9-12		95%	95%	-	95%	95%
Average		95%	95%	-	95%	95%
ADA						
4-6		104.5	104.5	-	104.5	104.5
7-8		218.5	218.5	-	223.3	209.0
9-12		0.0	0.0	-	95.0	209.0
Total ADA		323.0	323.0	-	422.8	522.5

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
LCFF Entitlement						
8011	Charter Schools LCFF - State Aid	1,801,045	1,786,705	Backfills State Aid	2,409,196	3,115,181
8012	Education Protection Account Entitlement	64,600	64,600	Greater of: \$200 per ADA or 21.9621% of State Aid	84,550	104,500
8019	State Aid - Prior Years	-	-	In accordance with Local Property Tax of \$1819.18 per ADA	-	-
8096	Charter Schools in Lieu of Property Taxes	580,686	587,595	-	769,058	950,522
SUBTOTAL - LCFF Entitlement		2,446,331	2,438,900	-	3,262,804	4,170,203
8100 Federal Revenue						
8181	Special Education - Entitlement	22,618	26,250	\$125 per ADA, before Admin and Set-aside fees	42,500	52,844
8182	Special Education Reimbursement	-	-	-	-	-
8220	Child Nutrition Programs	30,618	30,618	Estimated reimbursement at 70% of total Food Service Cost.	45,417	56,133
8290	No Child Left Behind	-	-	-	-	-
8291	Title I	12,946	6,473	\$215.76 per Title I eligible student	13,140	19,936
8292	Title II	1,080	540	\$18 per Title I eligible student	1,080	1,602
8298	Implementation Grant	150,000	150,000	-	-	-
SUBTOTAL - Federal Income		217,262	213,881	-	102,137	130,515
8300 Other State Revenues						
8381	Special Education - Entitlement (State)	147,288	154,959	\$505 per ADA, before accounting for Admin and Set-aside fees	200,806	248,188
8382	Special Education Reimbursement (State)	-	7,467	based on PY expenditures	-	-
8520	Child Nutrition - State	6,561	6,561	Estimated reimbursement at 15% of total Food Service Cost.	9,732	12,029
8545	School Facilities Apportionments	-	-	-	-	-
8550	Mandated Cost Reimbursements	4,522	2,937	\$14 per PY ADA	4,522	5,919
8560	State Lottery Revenue	52,326	58,463	\$181 per ADA per SSC	68,486	84,645
8590	All Other State Revenue	118,835	109,122	\$528/PY ADA, one-time funding	-	-
8599	Selpa Admin Offset	-	9,506	Selpa Admin Offset, from 15-16 budget MOE year-end reporting template	9,791	10,085
SUBTOTAL - Other State Income		329,532	349,015	-	293,337	360,864
8600 Other Local Revenue						
8690	Other Local Revenue	1,849	1,849	\$5 per Students Total	2,292	2,917
8701	Oakland Measure N	-	-	-	95,000	209,000
SUBTOTAL - Local Revenues		1,849	1,849	-	97,292	211,917
8800 Donations/Fundraising						
8801	Donations - Parents	50,000	50,000	\$50K based on PY	60,000	65,000
8802	Donations - Private	120,000	150,000	Including \$30K Pahara	130,000	135,000
8803	Fundraising	-	-	-	-	-
SUBTOTAL - Fundraising and Grants		170,000	200,000	-	190,000	200,000
TOTAL REVENUE		3,164,974	3,203,645	-	3,945,570	5,073,500

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

2015/16	2015/16	2015/16	2016/17	2017/18
Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
EXPENSES						
Compensation & Benefits						
1000	Certificated Salaries					
1100	Teachers Salaries	939,000	937,500	16 FTE	1,326,295	1,713,724
1101	Teacher - Stipends	-	-		-	-
1103	Teacher - Substitute Pay	-	-		-	-
1111	Teacher - Elective	39,600	39,600	0 FTE	-	-
1145	Teacher - Independent Study	-	-		-	-
1148	Teacher - Special Ed	125,000	115,440	2 FTE, RSP	114,783	118,227
1200	Certificated Pupil Support Salaries	-	-		-	-
1300	Certificated Supervisor & Administrator Salaries	238,000	120,000	1 FTE, Head of School	123,600	127,308
1311	Director	14,280	225,000	3 FTE, DESEL, Director of Ops	231,750	238,703
SUBTOTAL - Certificated Employees		1,355,880	1,463,415	-	1,846,428	2,299,461
2000	Classified Salaries					
2103	Coordinator	35,700	33,600	0.5 FTE	51,933	67,619
2104	Instructional Assistant	89,250	79,380	2.925 FTE	81,761	99,964
2300	Classified Supervisor & Administrator Salaries	27,000	-		-	-
2400	Classified Clerical & Office Salaries	134,800	79,250	2.875 FTE	81,628	84,076
2401	Classified Clerical & Office Salaries - Custom 1	3,000	3,000	0 FTE	-	-
SUBTOTAL - Classified Employees		289,750	195,230	-	215,322	251,659
3000	Employee Benefits					
3100	STRS	157,545	157,024		232,281	331,812
3200	PERS	-	-		-	-
3300	OASDI-Medicare-Alternative	40,753	36,393		43,532	52,930
3400	Health & Welfare Benefits	110,499	122,131		175,868	237,422
3500	Unemployment Insurance	21,700	19,964		26,474	20,832
3600	Workers Comp Insurance	13,988	14,098		17,525	21,685
SUBTOTAL - Employee Benefits		344,485	349,610	-	495,680	664,681

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
4000	Books & Supplies					
4100	Approved Textbooks & Core Curricula Material	52,804	52,804	\$155 per Student	71,185	90,621
4200	Books & Other Reference Materials	1,600	1,600	\$103 per Teacher	2,200	3,060
4300	Materials & Supplies	9,405	9,405	\$28 per Student	12,679	16,141
4320	Educational Software	10,000	10,000	\$29 per Student	13,481	17,162
4330	Office Supplies	18,010	18,010	\$53 per Student	24,279	30,909
4400	Noncapitalized Equipment	14,681	14,681		15,122	15,575
4410	Classroom Furniture, Equipment & Supplies	2,000	2,000	\$15 per New Student; \$5000 for 2 classrooms, plus 25% buffer; \$800 for replacement chairs; Updated on 20150410 by LJJ - request to reduce to \$2K	10,500	10,500
4420	Computers (individual items less than \$5k)	42,000	42,000	\$323 per new student (\$300 for 140 machines)	74,250	97,350
4423	Staff Computers	4,800	4,800	6 machines, \$800 each	4,944	14,092
4425	Classroom Noncapitalized items 2	-	-		-	-
4430	Non Classroom Related Furniture, Equipment	180	180	New licenses for Office and Adobe	270	278
4700	Food	-	-		-	-
4710	Student Food Services	43,740	43,740	Assumes that 0.85% of total Food Service Cost is reimbursed	64,881	80,190
SUBTOTAL - Books and Supplies		199,221	199,221	-	293,791	375,877

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
5000	Services & Other Operating Expenses					
5210	Conference Fees	10,250	10,500	\$500 per Teacher	13,905	14,853
5220	Travel and Lodging	2,700	2,700	\$155 per Teacher	3,600	4,589
5300	Dues & Memberships	7,026	7,026		7,551	8,076
5450	Insurance - Other	17,000	17,000	\$50 per Student	22,918	29,175
5515	Janitorial, Gardening Services & Supplies	70,452	70,452		88,065	110,081
5535	Utilities - All Utilities	48,188	50,732	\$194 per Student	77,875	96,250
	Prop 39 Related Costs	104,226	104,226	\$307 per Student	140,506	178,869
5615	Repairs and Maintenance - Building	2,011	2,011	\$168 per Monthly Rate	2,071	2,133
5616	Repairs and Maintenance - Computers	12,000	12,000		12,360	12,731
5803	Accounting Fees	8,000	8,000		8,240	8,487
5809	Banking Fees	300	300		300	328
5810	Intersession	102,000	102,000	\$300 per Student	133,500	165,000
5812	Business Services	130,000	130,000	Flat Fee of \$130K	133,900	137,917
5815	Consultants - Instructional	8,000	8,000		8,240	8,487
5820	Consultants - Non Instructional - Custom 1	25,000	25,000		25,000	25,000
5824	District Oversight Fees	24,463	24,389	1.0% of LCFF General Purpose Grant	32,628	41,702
5830	Field Trips Expenses	9,300	9,300	\$31 per Student	14,163	18,030
5836	Fingerprinting	360	360	\$77 per FTE	480	520
5839	Fundraising Expenses	6,234	6,234		6,421	6,614
5843	Interest - Loans Less than 1 Year	800	800		600	-
5845	Legal Fees	55,000	55,000	\$1500 per Monthly Rate	30,540	31,456
5851	Marketing and Student Recruiting	1,300	1,300	\$10 per New Student	1,082	1,114
5852	Receivable Sale Fees	-	-		-	-
5857	Payroll Fees	3,000	3,000	\$250 per Monthly Rate	3,090	3,183
5860	Printing and Reproduction	180	180		185	191
5863	Professional Development	24,000	24,000		15,000	15,450
5869	Special Education Contract Instructors	80,000	80,000		100,000	120,000
5872	Special Education Admin Fee	-	9,506		9,791	10,085
5875	Staff Recruiting	3,090	3,090		3,183	3,278
5878	Student Assessment	3,090	3,090		3,183	3,278
5881	Student Information System	11,850	11,850		12,206	12,572
5884	Substitutes	24,182	24,182	\$71 per Student	32,599	41,500
5887	Technology Services	3,579	9,579	PY budget plus PC support contractor at \$500/mo	9,867	10,163
5900	Communications	14,400	14,400	\$1665 per Monthly Rate	20,581	21,199
5905	Communications - Cell Phones	120	120	\$0 per Monthly Rate	120	120
5915	Postage and Delivery	2,000	2,000	\$1751 per Monthly Rate	2,000	24,292
SUBTOTAL - Services & Other Operating Ex		814,101	832,327	-	975,749	1,166,721

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
6000	Capital Outlay					
6100	Sites & Improvement of Sites	-	-		-	-
6200	Buildings & Improvement of Buildings	-	-		-	-
6300	School Libraries	-	-		-	-
6400	Equipment	-	-		-	-
	SUBTOTAL - Capital Outlay	-	-	-	-	-
TOTAL EXPENSES		3,003,437	3,039,803	-	3,826,970	4,758,400
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-
TOTAL EXPENSES including Depreciation		3,003,437	3,039,803	-	3,826,970	4,758,400

East Bay Innovation Academy

Budget vs. Actuals

As of July close

	Actual		Budget vs. Actual		Budget				
	Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
SUMMARY									
Revenue									
General Block Grant	-	-	-	-	2,446,331	2,446,331	2,438,900	(7,431)	2,438,900
Federal Revenue	-	-	-	-	217,262	217,262	213,881	(3,381)	213,881
Other State Revenues	-	-	7,364	(7,364)	329,532	329,532	349,015	19,483	349,015
Local Revenues	12	12	-	12	1,849	1,849	1,849	-	1,837
Fundraising and Grants	4,614	4,614	-	4,614	170,000	170,000	200,000	30,000	195,386
Total Revenue	4,626	4,626	7,364	(2,739)	3,164,974	3,164,974	3,203,645	38,671	3,199,019
Expenses									
Compensation and Benefits	31,955	31,955	47,103	15,148	1,990,115	1,990,115	1,898,283	91,832	1,866,328
Books and Supplies	51,950	51,950	10,768	(41,182)	199,221	199,221	199,221	-	147,271
Services and Other Operating Expenditures	13,828	13,828	21,672	7,844	814,101	814,101	832,327	(18,226)	818,499
Capital Outlay	-	-	-	-	-	-	-	-	-
Total Expenses	97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	2,929,831	73,606	2,832,098
Operating Income (excluding Depreciation)	(93,108)	(93,108)	(72,180)	(20,928)	161,537	161,537	273,813	112,277	366,921
<i>Operating Income (including Depreciation)</i>	<i>(93,108)</i>	<i>(93,108)</i>	<i>(72,180)</i>	<i>(20,928)</i>	<i>161,537</i>	<i>161,537</i>	<i>273,813</i>	<i>112,277</i>	<i>366,921</i>
Fund Balance									
Beginning Balance (Unaudited)	33,476	33,476	33,476	-	33,476	33,476	33,476	-	-
Audit Adjustment	-	-	-	-	-	-	-	-	-
Beginning Balance (Audited)	33,476	33,476	33,476	-	33,476	33,476	33,476	-	-
Operating Income (including Depreciation)	(93,108)	(93,108)	(72,180)	-	161,537	161,537	273,813	-	-
Ending Fund Balance (including Depreciation)	(59,632)	(59,632)	(38,704)	-	195,012	195,012	307,289	-	-

East Bay Innovation Academy

Budget vs. Actuals

As of July close

	Actual		Budget vs. Actual		Budget				
	Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
Detail									
Enrollment Breakdown									
6					110	110	110	-	
7					130	130	130	-	
8					100	100	100	-	
Total Enrolled					340	340	340	-	
ADA %									
4-6					95%	95%	95%		
7-8					95%	95%	95%		
Average					95%	95%	95%		
ADA									
4-6					104.5	104.5	104.5		
7-8					218.5	218.5	218.5		
Total ADA					323.0	323.0	323.0		

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual	Budget vs. Actual			Budget				
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
REVENUE										
									-	-
LCFF Entitlement										
8011	Charter Schools LCFF - State Aid	-	-	-	-	1,801,045	1,801,045	1,786,705	(14,340)	1,786,705
8012	Education Protection Account Entitlement	-	-	-	-	64,600	64,600	64,600	-	64,600
8096	Charter Schools in Lieu of Property Taxes	-	-	-	-	580,686	580,686	587,595	6,909	587,595
SUBTOTAL - LCFF Entitlement		-	-	-	-	2,446,331	2,446,331	2,438,900	(7,431)	2,438,900
8100 Federal Revenue		-								
8181	Special Education - Entitlement	-	-	-	-	22,618	22,618	26,250	3,632	26,250
8220	Child Nutrition Programs	-	-	-	-	30,618	30,618	30,618	-	30,618
8290	No Child Left Behind	-	-	-	-	-	-	-	-	-
8291	Title I	-	-	-	-	12,946	12,946	6,473	(6,473)	6,473
8292	Title II	-	-	-	-	1,080	1,080	540	(540)	540
8298	Implementation Grant	-	-	-	-	150,000	150,000	150,000	-	150,000
SUBTOTAL - Federal Income		-	-	-	-	217,262	217,262	213,881	(3,381)	213,881
8300 Other State Revenues		-								
8381	Special Education - Entitlement (State)	-	-	7,364	(7,364)	147,288	147,288	154,959	7,671	154,959
8382	Special Education Reimbursement (State)	-	-	-	-	-	-	7,467	7,467	7,467
8520	Child Nutrition - State	-	-	-	-	6,561	6,561	6,561	-	6,561
8550	Mandated Cost Reimbursements	-	-	-	-	4,522	4,522	2,937	(1,585)	2,937
8560	State Lottery Revenue	-	-	-	-	52,326	52,326	58,463	6,137	58,463
8590	All Other State Revenue	-	-	-	-	118,835	118,835	109,122	(9,713)	109,122
8599	Selpa Admin Offset	-	-	-	-	-	-	9,506	9,506	9,506
SUBTOTAL - Other State Income		-	-	7,364	(7,364)	329,532	329,532	349,015	19,483	349,015
8600 Other Local Revenue										
8660	Interest	0	0	-	0	-	-	-	-	(0)
8690	Other Local Revenue	-	-	-	-	1,849	1,849	1,849	-	1,849
8999	Uncategorized Revenue	12	12	-	12	-	-	-	-	(12)
SUBTOTAL - Local Revenues		12	12	-	12	1,849	1,849	1,849	-	1,837
8800 Donations/Fundraising										
8801	Donations - Parents	1,938	1,938	-	1,938	50,000	50,000	50,000	-	48,063
8802	Donations - Private	2,649	2,649	-	2,649	120,000	120,000	150,000	30,000	147,351
8803	Fundraising	27	27	-	27	-	-	-	-	(27)
SUBTOTAL - Fundraising and Grants		4,614	4,614	-	4,614	170,000	170,000	200,000	30,000	195,386
TOTAL REVENUE		4,626	4,626	7,364	(2,739)	3,164,974	3,164,974	3,203,645	38,671	3,199,019

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
EXPENSES										
Compensation & Benefits										
1000	Certificated Salaries	-								
1100	Teachers Salaries	9,020	9,020	-	(9,020)	939,000	939,000	937,500	1,500	928,480
1111	Teacher - Elective	-	-	-	-	39,600	39,600	39,600	-	39,600
1148	Teacher - Special Ed	1,220	1,220	-	(1,220)	125,000	125,000	115,440	9,560	114,220
1300	Certificated Supervisor & Administrator Salaries	14,600	14,600	19,833	5,233	238,000	238,000	120,000	118,000	105,400
1311	Director	-	-	-	-	14,280	14,280	140,000	(125,720)	140,000
SUBTOTAL - Certificated Employees		24,840	24,840	19,833	(5,007)	1,355,880	1,355,880	1,372,040	(16,160)	1,347,200
2000 Classified Salaries										
2103	Coordinator	407	407	-	(407)	35,700	35,700	33,600	2,100	33,193
2104	Instructional Assistant	-	-	-	-	89,250	89,250	79,380	9,870	79,380
2300	Classified Supervisor & Administrator Salaries	-	-	-	-	27,000	27,000	-	27,000	-
2400	Classified Clerical & Office Salaries	4,013	4,013	-	(4,013)	134,800	134,800	79,250	55,550	75,237
2401	Classified Clerical & Office Salaries - Custom 1	-	-	-	-	3,000	3,000	3,000	-	3,000
SUBTOTAL - Classified Employees		4,420	4,420	-	(4,420)	289,750	289,750	195,230	94,520	190,810
3000 Employee Benefits										
3100	STRS	1,350	1,350	3,456	2,106	157,545	157,545	147,220	10,325	145,870
3200	PERS	-	-	-	-	-	-	-	-	-
3300	OASDI-Medicare-Alternative	636	636	816	180	40,753	40,753	35,061	5,692	34,425
3400	Health & Welfare Benefits	710	710	18,417	17,707	110,499	110,499	116,315	(5,816)	115,605
3500	Unemployment Insurance	-	-	1,085	1,085	21,700	21,700	19,096	2,604	19,096
3600	Workers Comp Insurance	-	-	3,497	3,497	13,988	13,988	13,322	666	13,322
SUBTOTAL - Employee Benefits		2,695	2,695	27,270	24,575	344,485	344,485	331,013	13,472	328,318

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
4000	Books & Supplies									
4100	Approved Textbooks & Core Curricula Materials	-	-	8,801	8,801	52,804	52,804	52,804	-	52,804
4200	Books & Other Reference Materials	-	-	-	-	1,600	1,600	1,600	-	1,600
4300	Materials & Supplies	1,073	1,073	1,568	495	9,405	9,405	9,405	-	8,333
4320	Educational Software	4,590	4,590	-	(4,590)	10,000	10,000	10,000	-	5,410
4330	Office Supplies	499	499	-	(499)	18,010	18,010	18,010	-	17,511
4400	Noncapitalized Equipment	1,917	1,917	-	(1,917)	14,681	14,681	14,681	-	12,764
4410	Classroom Furniture, Equipment & Supplies	-	-	-	-	2,000	2,000	2,000	-	2,000
4420	Computers (individual items less than \$5k)	43,871	43,871	-	(43,871)	42,000	42,000	42,000	-	(1,871)
4423	Staff Computers	-	-	400	400	4,800	4,800	4,800	-	4,800
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	-	-	180	180	180	-	180
4710	Student Food Services	-	-	-	-	43,740	43,740	43,740	-	43,740
SUBTOTAL - Books and Supplies		51,950	51,950	10,768	(41,182)	199,221	199,221	199,221	-	147,271

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
					Variance (YTD less Budget)		Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
		Jul	Actual YTD	Budget YTD		Approved Budget				
5000	Services & Other Operating Expenses									
5210	Conference Fees	-	-	-	-	10,250	10,250	10,500	(250)	10,500
5220	Travel and Lodging	-	-	-	-	2,700	2,700	2,700	-	2,700
5300	Dues & Memberships	1,059	1,059	-	(1,059)	7,026	7,026	7,026	-	5,967
5450	Insurance - Other	-	-	4,250	4,250	17,000	17,000	17,000	-	17,000
5515	Janitorial, Gardening Services & Supplies	-	-	5,871	5,871	70,452	70,452	70,452	-	70,452
5535	Utilities - All Utilities	-	-	4,016	4,016	48,188	48,188	50,732	(2,544)	50,732
5611	Prop 39 Related Costs	-	-	-	-	104,226	104,226	104,226	-	104,226
5615	Repairs and Maintenance - Building	-	-	-	-	2,011	2,011	2,011	-	2,011
5616	Repairs and Maintenance - Computers	-	-	-	-	12,000	12,000	12,000	-	12,000
5803	Accounting Fees	-	-	-	-	8,000	8,000	8,000	-	8,000
5809	Banking Fees	57	57	25	(32)	300	300	300	-	243
5810	Intersession	-	-	-	-	102,000	102,000	102,000	-	102,000
5812	Business Services	10,833	10,833	-	(10,833)	130,000	130,000	130,000	-	119,167
5815	Consultants - Instructional	600	600	1,333	733	8,000	8,000	8,000	-	7,400
5820	Consultants - Non Instructional - Custom 1	-	-	-	-	25,000	25,000	25,000	-	25,000
5824	District Oversight Fees	-	-	-	-	24,463	24,463	24,389	74	24,389
5830	Field Trips Expenses	-	-	-	-	9,300	9,300	9,300	-	9,300
5836	Fingerprinting	-	-	144	144	360	360	360	-	360
5839	Fundraising Expenses	279	279	-	(279)	6,234	6,234	6,234	-	5,955

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual			Budget vs. Actual		Budget		
				Variance (YTD less Budget)			Variance (Previous vs. Current Forecast)		
		Jul	Actual YTD	Budget YTD	Approved Budget	Previous Month's Forecast	Current Forecast	Forecast Remaining	
5843	Interest - Loans Less than 1 Year	-	-	-	800	800	800	-	800
5845	Legal Fees	-	-	4,583	55,000	55,000	55,000	-	55,000
5851	Marketing and Student Recruiting	-	-	-	1,300	1,300	1,300	-	1,300
5857	Payroll Fees	169	169	250	3,000	3,000	3,000	-	2,831
5860	Printing and Reproduction	-	-	-	180	180	180	-	180
5863	Professional Development	-	-	-	24,000	24,000	24,000	-	24,000
5869	Special Education Contract Instructors	-	-	-	80,000	80,000	80,000	-	80,000
5872	Special Education Admin Fee	-	-	-	-	-	9,506	(9,506)	9,506
5875	Staff Recruiting	115	115	-	3,090	3,090	3,090	-	2,975
5878	Student Assessment	-	-	-	3,090	3,090	3,090	-	3,090
5881	Student Information System	-	-	-	11,850	11,850	11,850	-	11,850
5884	Substitutes	-	-	-	24,182	24,182	24,182	-	24,182
5887	Technology Services	-	-	-	3,579	3,579	9,579	(6,000)	9,579
5900	Communications	715	715	1,200	14,400	14,400	14,400	-	13,685
5905	Communications - Cell Phones	-	-	-	120	120	120	-	120
5915	Postage and Delivery	-	-	-	2,000	2,000	2,000	-	2,000
SUBTOTAL - Services & Other Operating Exp.		13,828	13,828	21,672	814,101	814,101	832,327	(18,226)	818,499

East Bay Innovation Academy

Budget vs. Actuals

As of July close

		Actual				Budget vs. Actual		Budget		
		Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
6000	Capital Outlay									
6100	Sites & Improvement of Sites	-	-	-	-	-	-	-	-	-
6200	Buildings & Improvement of Buildings	-	-	-	-	-	-	-	-	-
6300	School Libraries	-	-	-	-	-	-	-	-	-
6400	Equipment	-	-	-	-	-	-	-	-	-
SUBTOTAL - Capital Outlay		-	-	-	-	-	-	-	-	-
TOTAL EXPENSES		97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	2,929,831	73,606	2,832,098
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES including Depreciation		97,733	97,733	79,544	(18,189)	3,003,437	3,003,437	2,929,831	73,606	2,832,098

East Bay Innovation Academy

Monthly Cash Forecast

As of July close

	2015/16												Forecast	AP/AR
	Actual & Projected													
	Jul Actual	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
Beginning Cash	\$131,478	163,181	47,740	(159,725)	35,065	(63,165)	(181,596)	(66,107)	(118,498)	(75,620)	62,535	124,766		
Revenue														
General Block Grant	-	78,857	101,415	407,158	131,415	131,415	270,866	131,415	265,083	247,119	219,336	219,336	2,438,900	235,486
Federal Income	-	-	-	-	-	-	39,783	5,103	10,353	45,033	10,353	10,353	213,881	92,903
Other State Income	-	4,614	5,348	8,305	8,305	52,688	53,047	17,761	26,402	43,759	30,297	22,669	349,015	75,819
Local Revenues	12	(12)	185	185	185	185	185	185	185	185	185	185	1,849	-
Fundraising and Grants	4,614	25,386	-	-	-	-	8,333	28,333	33,333	33,333	33,333	33,333	200,000	-
Total Revenue	4,626	108,845	106,948	415,648	139,904	184,287	372,215	182,797	335,357	369,430	293,505	285,876	3,203,645	404,208
Expenses														
Compensation & Benefits	31,955	141,945	187,965	181,975	180,977	180,977	188,963	181,975	181,975	179,655	179,655	190,236	2,008,255	-
Books & Supplies	51,950	20,583	26,921	18,175	18,175	18,175	7,540	7,540	7,540	7,540	7,540	7,540	199,221	-
Services & Other Operating Expenses	13,828	49,374	100,799	56,980	56,980	103,721	61,495	57,362	104,236	55,768	55,768	102,509	832,327	13,506
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	97,733	211,902	315,685	257,131	256,132	302,874	257,998	246,877	293,752	242,964	242,964	300,286	3,039,803	13,506
Operating Cash Inflow (Outflow)	(93,108)	(103,058)	(208,737)	158,517	(116,228)	(118,586)	114,217	(64,080)	41,605	126,466	50,541	(14,409)	163,841	390,701
Revenues - Prior Year Accruals	132,918	20,212	-	35,000	16,725	(1,117)	-	-	-	-	-	6,115		
Expenses - Prior Year Accruals	-	(25,928)	-	-	-	-	-	-	-	-	-	-		
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable - Current Year	(14,847)	-	-	-	-	-	-	-	-	-	-	-		
Summerholdback for Teachers	(23,260)	(6,667)	11,689	11,689	11,689	11,689	11,689	11,689	11,689	11,689	11,689	5,845		
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-		
Loans Payable (Long Term)	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	(10,417)	-	-	-		
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-		
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-		
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-		
Other Balance Sheet Changes	30,000	-	-	-	-	-	-	-	-	-	-	-		
Ending Cash	163,181	47,740	(159,725)	35,065	(63,165)	(181,596)	(66,107)	(118,498)	(75,620)	62,535	124,766	122,317		

East Bay Innovation Academy

14-15 Update and 15-16 Budget Update



August 20, 2015

Presented by: Michelle Cho

Financial Presentation Agenda



- Preliminary Look at 14-15
- 15-16 California State Budget Update
- 15-16 EBIA Budget Update
- Cash Flow Update

1. 14-15 Soft Close

2014-15 End-of-Year Process

Closing of the books and the audit process



- June will remain open as any final transactions are reconciled through mid-August
 - **The 2014-15 figures in this presentation are subject to change**
- Unaudited Actuals will be submitted to the district in September
- Audit will be conducted in September/October, with the auditing process typically yielding small changes for schools
 - An audit report is produced in November/December to officially close the financial process for the 2014-15 FY, and will be submitted for the board approval
- July & August financials will be reported to the board in September

EBIA: 14-15 Expected to Close with ~\$11K Operating Income, \$33K Fund Balance

- Strong fundraising finish in June (+\$61K)
- Title funds revised downward based on expenditure, may be deferred to 15-16
- Special education revenue and expense grossed up (on net, no impact)
- Subject to change: a few items remain open, Balance Sheet under review

		Apr	May	Jun	November Reapproved Budget	Previous Month's Forecast	Current Forecast
SUMMARY							
Revenue							
	General Block Grant	145,273	134,869	134,869	1,512,277	1,528,864	1,527,688
	Federal Revenue	-	-	4,270	326,445	308,955	302,553
	Other State Revenues	18,695	18,695	18,695	126,873	133,067	139,395
	Local Revenues	124	165	(67)	278	1,621	1,621
	Fundraising and Grants	23,129	26,227	61,195	151,434	96,275	157,470
	Total Revenue	187,221	179,955	218,962	2,117,307	2,068,781	2,128,726
Expenses							
	Compensation and Benefits	97,697	108,159	94,854	1,198,310	1,212,843	1,203,091
	Books and Supplies	9,652	2,710	10,088	194,729	195,124	186,031
	Services and Other Operating Exp.	51,686	45,776	107,328	678,848	716,049	728,542
	Capital Outlay	-	-	-	-	-	-
	Total Expenses	159,035	156,645	212,269	2,071,887	2,124,021	2,117,664
	Operating Income (excluding Depreciation)	28,186	23,310	6,693	45,419	(55,239)	11,062

2. 15-16 California Budget

State Budget Update: 2015-16 Final Budget Act

Governor signed the final budget for the 2015-16 fiscal year




- The budget includes:
 - Increases ongoing funding for implementation of the LCFF by nearly \$6 billion
 - Closes the remaining gap between a school's actual LCFF funding and its target rate at full LCFF implementation by 51.52 percent (down from the 53.08% proposed in the May Revise)
 - Target LCFF rates will receive a Cost of Living Adjustment of 1.02% over the 2014-15 targets
 - Eliminates all inter-year deferrals for the first time since the 2000-01 fiscal year

- The Final Budget also approved spending on other K-12 programs:
 - Provides a total of \$3.2 billion for one-time discretionary funds (approx. \$530 per 2014-15 P2 ADA). This is down from the \$601/ADA proposed in the May Revise
 - Provides \$490 million for one-time grants (approx. \$80 per 2014-15 P2 ADA) to provide professional development to teachers and administrators. This was not in the May Revise
 - Provides \$20 million in new ongoing funding for SB 740 charter school facilities rent and lease reimbursement. The budget also reduces the eligibility threshold to 55% free and reduced priced meal eligibility at the school site or within the traditional elementary school attendance where the charter school is located

3. 15-16 EBIA Budget

15-16 Expected Operating Income Revised Upward to \$274K, Largely Due to Summer Staffing



- Revenues: revised slightly upward, driven by increase in fundraising goal and increased forecast for Special Ed revenues
- Expenses: Summer staffing led to efficiencies and savings based on actuals (- \$92K)
- TBD: Director position for Curriculum Instruction (~\$110K with benefits)
 - ▣ Expected Operating Income: \$164K in 15-16, \$119K in 16-17, \$315K in 17-18

		2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Preliminary Budget	Preliminary Budget
SUMMARY					
Revenue					
	General Block Grant	2,446,331	2,438,900	3,262,804	4,170,203
	Federal Revenue	217,262	213,881	102,137	130,515
	Other State Revenues	329,532	349,015	293,337	360,864
	Local Revenues	1,849	1,849	97,292	211,917
	Fundraising and Grants	170,000	200,000	190,000	200,000
	Total Revenue	3,164,974	3,203,645	3,945,570	5,073,500
Expenses					
	Compensation and Benefits	1,990,115	1,898,283	2,449,697	3,103,314
	Books and Supplies	199,221	199,221	293,791	375,877
	Services and Other Operating Expenditure	814,101	832,327	975,749	1,166,721
	Capital Outlay	-	-	-	-
	Total Expenses	3,003,437	2,929,831	3,719,237	4,645,913
Operating Income (excluding Depreciation)		161,537	273,813	226,333	427,587

4. Cash Flow

Cash Position Slightly Improved; Working Capital Now Needed Around September



- Cash shortfall in September projected to be around \$133K - \$160K (with or without the incremental position)
- Nov-Feb/Mar expected to be cash-negative
- Revenue catching up after P-1 certification, around Mar-Apr
- Financing options explored
 - Line of Credit with guarantee
 - Receivable Sales
 - May require 2 rounds, early and late fall

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

	2015/16	2015/16	2015/16	2016/17	2017/18
	Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
SUMMARY					
Revenue					
General Block Grant	2,446,331	2,438,900		3,262,804	4,170,203
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Fundraising and Grants	170,000	200,000		190,000	200,000
Total Revenue	3,164,974	3,203,645		3,945,570	5,073,500
Expenses					
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Services and Other Operating Expenditure	814,101	832,327		975,749	1,166,721
Capital Outlay	-	-		-	-
Total Expenses	3,003,437	2,929,831		3,719,237	4,645,913
Operating Income (excluding Depreciation)	161,537	273,813		226,333	427,587
<i>Operating Income (including Depreciation,</i>	161,537	273,813		226,333	427,587
Fund Balance					
Beginning Balance (Unaudited)	33,476	33,476		307,289	533,622
Audit Adjustment	-	-		-	-
Beginning Balance (Audited)	33,476	33,476		307,289	533,622
Operating Income (including Depreciation)	161,537	273,813		226,333	427,587
Ending Fund Balance (including Depreciation)	195,012	307,289		533,622	961,209
Ending Fund Balance as a % of Expenses	6%	10%		14%	21%

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

Detail

Enrollment Breakdown

	2015/16	2015/16	2015/16		2016/17	2017/18
	Approved Budget	Current Forecast	Notes		Preliminary Budget	Preliminary Budget
6	110	110		-	110	110
7	130	130		-	110	110
8	100	100		-	125	110
Total Enrolled	340	340		-	445	550

ADA %

4-6	95%	95%		-	95%	95%
7-8	95%	95%		-	95%	95%
Average	95%	95%		-	95%	95%

ADA

4-6	104.5	104.5		-	104.5	104.5
7-8	218.5	218.5		-	223.3	209.0
Total ADA	323.0	323.0		-	422.8	522.5

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
LCFF Entitlement						
8011	Charter Schools LCFF - State Aid	1,801,045	1,786,705	Backfills State Aid	2,409,196	3,115,181
8012	Education Protection Account Entitlement	64,600	64,600	Greater of: \$200 per ADA or 21.9621% of State Aid	84,550	104,500
8096	Charter Schools in Lieu of Property Taxes	580,686	587,595	-	769,058	950,522
SUBTOTAL - LCFF Entitlement		2,446,331	2,438,900	-	3,262,804	4,170,203
8100 Federal Revenue						
8181	Special Education - Entitlement	22,618	26,250	\$125 per ADA, before Admin and Set-aside fees	42,500	52,844
8220	Child Nutrition Programs	30,618	30,618	Estimated reimbursement at 70% of total Food Service Cost.	45,417	56,133
8291	Title I	12,946	6,473	\$215.76 per Title I eligible student	13,140	19,936
8292	Title II	1,080	540	\$18 per Title I eligible student	1,080	1,602
8298	Implementation Grant	150,000	150,000	-	-	-
SUBTOTAL - Federal Income		217,262	213,881	-	102,137	130,515
8300 Other State Revenues						
8381	Special Education - Entitlement (State)	147,288	154,959	\$505 per ADA, before accounting for Admin and Set-aside fees	200,806	248,188
8382	Special Education Reimbursement (State)	-	7,467	based on PY expenditures	-	-
8520	Child Nutrition - State	6,561	6,561	Estimated reimbursement at 15% of total Food Service Cost.	9,732	12,029
8550	Mandated Cost Reimbursements	4,522	2,937	\$14 per PY ADA	4,522	5,919
8560	State Lottery Revenue	52,326	58,463	\$181 per ADA per SSC	68,486	84,645
8590	All Other State Revenue	118,835	109,122	\$528/PY ADA, one-time funding	-	-
8599	Selpa Admin Offset	-	9,506	Selpa Admin Offset, from 15-16 budget MOE year-end reporting template	9,791	10,085
SUBTOTAL - Other State Income		329,532	349,015	-	293,337	360,864
8600 Other Local Revenue						
8690	Other Local Revenue	1,849	1,849	\$5 per Students Total	2,292	2,917
8701	Oakland Measure N	-	-	-	95,000	209,000
SUBTOTAL - Local Revenues		1,849	1,849	-	97,292	211,917
8800 Donations/Fundraising						
8801	Donations - Parents	50,000	50,000	\$50K based on PY	60,000	65,000
8802	Donations - Private	120,000	150,000	Including \$30K Pahara	130,000	135,000
8803	Fundraising	-	-	-	-	-
SUBTOTAL - Fundraising and Grants		170,000	200,000	-	190,000	200,000
TOTAL REVENUE		3,164,974	3,203,645	-	3,945,570	5,073,500

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

EXPENSES

Compensation & Benefits

1000 Certificated Salaries

	2015/16 Approved Budget	2015/16 Current Forecast	2015/16 Notes	2016/17 Preliminary Budget	2017/18 Preliminary Budget
1100 Teachers Salaries	939,000	937,500	16 FTE	1,326,295	1,713,724
1111 Teacher - Elective	39,600	39,600	0 FTE, Teacher stipends	-	-
1148 Teacher - Special Ed	125,000	115,440	2 FTE, RSP	114,783	118,227
1300 Certificated Supervisor & Administrator Salaries	238,000	120,000	1 FTE, Head of School	123,600	127,308
1311 Director	14,280	140,000	2 FTE, DESEL, Director of Ops	144,200	148,526
1322 Cert Admin - Custom 2	-	19,500	0 FTE, Admin AIP	-	-
1900 Certificated Other Salaries	-	-		50,000	101,500
SUBTOTAL - Certificated Employees	1,355,880	1,372,040	-	1,758,878	2,209,285

2000 Classified Salaries

2103 Coordinator	35,700	33,600	0.5 FTE, Enrichment Coordinator	51,933	67,619
2104 Instructional Assistant	89,250	79,380	2.925 FTE	81,761	99,964
2300 Classified Supervisor & Administrator Salaries	27,000	-		-	-
2400 Classified Clerical & Office Salaries	134,800	79,250	2.875 FTE, Office Manager, Lunch Service	81,628	84,076
2401 Classified Clerical & Office Salaries - Custom 1	3,000	3,000	0 FTE, Classified Stipend	-	-
SUBTOTAL - Classified Employees	289,750	195,230	-	215,322	251,659

3000 Employee Benefits

3100 STRS	157,545	147,220	-	221,267	318,800
3200 PERS	-	-	-	-	-
3300 OASDI-Medicare-Alternative	40,753	35,061	-	42,256	51,616
3400 Health & Welfare Benefits	110,499	116,315	-	169,587	230,639
3500 Unemployment Insurance	21,700	19,096	-	25,606	20,398
3600 Workers Comp Insurance	13,988	13,322	-	16,781	20,918
SUBTOTAL - Employee Benefits	344,485	331,013	-	475,497	642,370

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
4000	Books & Supplies					
4100	Approved Textbooks & Core Curricula Material	52,804	52,804	\$155 per Student	71,185	90,621
4200	Books & Other Reference Materials	1,600	1,600	\$103 per Teacher	2,200	3,060
4300	Materials & Supplies	9,405	9,405	\$28 per Student	12,679	16,141
4320	Educational Software	10,000	10,000	\$29 per Student	13,481	17,162
4330	Office Supplies	18,010	18,010	\$53 per Student	24,279	30,909
4400	Noncapitalized Equipment	14,681	14,681		15,122	15,575
4410	Classroom Furniture, Equipment & Supplies	2,000	2,000	\$15 per New Student; \$5000 for 2 classrooms, plus 25% buffer; \$800 for replacement chairs; Updated on 20150410 by LJJ - request to reduce to \$2K	10,500	10,500
4420	Computers (individual items less than \$5k)	42,000	42,000	\$323 per new student (\$300 for 140 machines)	74,250	97,350
4423	Staff Computers	4,800	4,800	6 machines, \$800 each	4,944	14,092
4425	Classroom Noncapitalized items 2	-	-		-	-
4430	Non Classroom Related Furniture, Equipment	180	180	New licenses for Office and Adobe	270	278
4700	Food	-	-		-	-
4710	Student Food Services	43,740	43,740	Assumes that 0.85% of total Food Service Cost is reimbursed	64,881	80,190
SUBTOTAL - Books and Supplies		199,221	199,221	-	293,791	375,877

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
5000	Services & Other Operating Expenses					
5210	Conference Fees	10,250	10,500	\$500 per Teacher	13,905	14,853
5220	Travel and Lodging	2,700	2,700	\$155 per Teacher	3,600	4,589
5300	Dues & Memberships	7,026	7,026		7,551	8,076
5450	Insurance - Other	17,000	17,000	\$50 per Student	22,918	29,175
5515	Janitorial, Gardening Services & Supplies	70,452	70,452		88,065	110,081
5535	Utilities - All Utilities	48,188	50,732	\$194 per Student	77,875	96,250
	Prop 39 Related Costs	104,226	104,226	\$307 per Student	140,506	178,869
5615	Repairs and Maintenance - Building	2,011	2,011	\$168 per Monthly Rate	2,071	2,133
5616	Repairs and Maintenance - Computers	12,000	12,000		12,360	12,731
5803	Accounting Fees	8,000	8,000		8,240	8,487
5809	Banking Fees	300	300		300	328
5810	Intercession	102,000	102,000	\$300 per Student	133,500	165,000
5812	Business Services	130,000	130,000	Flat Fee of \$130K	133,900	137,917
5815	Consultants - Instructional	8,000	8,000		8,240	8,487
5820	Consultants - Non Instructional - Custom 1	25,000	25,000		25,000	25,000
5824	District Oversight Fees	24,463	24,389	1.0% of LCFF General Purpose Grant	32,628	41,702
5830	Field Trips Expenses	9,300	9,300	\$31 per Student	14,163	18,030
5836	Fingerprinting	360	360	\$77 per FTE	480	520
5839	Fundraising Expenses	6,234	6,234		6,421	6,614
5843	Interest - Loans Less than 1 Year	800	800		600	-
5845	Legal Fees	55,000	55,000	\$1500 per Monthly Rate	30,540	31,456
5851	Marketing and Student Recruiting	1,300	1,300	\$10 per New Student	1,082	1,114
5852	Receivable Sale Fees	-	-		-	-
5857	Payroll Fees	3,000	3,000	\$250 per Monthly Rate	3,090	3,183
5860	Printing and Reproduction	180	180		185	191
5863	Professional Development	24,000	24,000		15,000	15,450
5869	Special Education Contract Instructors	80,000	80,000		100,000	120,000
5872	Special Education Admin Fee	-	9,506		9,791	10,085
5875	Staff Recruiting	3,090	3,090		3,183	3,278
5878	Student Assessment	3,090	3,090		3,183	3,278
5881	Student Information System	11,850	11,850		12,206	12,572
5884	Substitutes	24,182	24,182	\$71 per Student	32,599	41,500
5887	Technology Services	3,579	9,579	PY budget plus PC support contractor at \$500/mo	9,867	10,163
5900	Communications	14,400	14,400	\$1665 per Monthly Rate	20,581	21,199
5905	Communications - Cell Phones	120	120	\$0 per Monthly Rate	120	120
5915	Postage and Delivery	2,000	2,000	\$1751 per Monthly Rate	2,000	24,292
SUBTOTAL - Services & Other Operating Ex		814,101	832,327	-	975,749	1,166,721

East Bay Innovation Academy

Multiyear Budget Summary

As of July close

		2015/16	2015/16	2015/16	2016/17	2017/18
		Approved Budget	Current Forecast	Notes	Preliminary Budget	Preliminary Budget
6000	Capital Outlay					
6100	Sites & Improvement of Sites	-	-		-	-
6200	Buildings & Improvement of Buildings	-	-		-	-
6300	School Libraries	-	-		-	-
6400	Equipment	-	-		-	-
SUBTOTAL - Capital Outlay		-	-	-	-	-
TOTAL EXPENSES		3,003,437	2,929,831	-	3,719,237	4,645,913
6900	Total Depreciation (includes Prior Years)	-	-	-	-	-
TOTAL EXPENSES including Depreciation		3,003,437	2,929,831	-	3,719,237	4,645,913

Financial Policies and Procedures

It is the intent of these Financial Policies and Procedures to implement both the letter and spirit of all applicable State and Federal regulations regarding the expenditure of and accounting for public funds. These Policies and Procedures will be in effect as of August 20, 2015 and may need to be modified as the School develops and regulations change. The Board of Directors ("Board") should approve these financial policies, and revisit them periodically.

A. PURCHASES

1. Authorization of Expenditures: All purchases of goods and services shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of expenditures in total annual amounts greater than \$10,001. All other proposed expenditures must be reviewed by the Head of School who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget. The Board Chair or Treasurer will approve the check request and purchase order forms (if applicable).
2. Budgeted expenses over \$20,000 can be approved in advance of consent agenda review at monthly Board meetings.
3. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval.
4. Budgeted expenses for Paychex, OUSD and EdTec do not require additional oversight during monthly Board meetings.

B. CONTRACTS

1. All professional consulting services shall be provided for under a contract.
2. Contracts for other goods and services exceeding \$25,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of contracts shall be at the discretion of the Board. In general, contracts exceeding \$50,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Head of School may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
3. Bid tabulations shall be presented to the Board along with a recommendation for action. The Board reserves the right to select

whichever vendor it deems most prepared to provide the required goods/ services without regard to the low bidder being the automatic selection.

C. Commitments and Purchase Orders

1. Purchase orders under \$10,001 must be approved by a Director of the corporation.
2. Purchase orders of \$10,001 or more must be approved by the Board Chair or Board Treasurer
3. Budgeted expenses over \$20,000 can be approved in advance of consent agenda review at monthly Board meetings.
4. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval.

D. Invoices

1. Invoices under \$10,001 must be approved by a Director of the corporation
2. Invoices for \$10,001 or more must be approved by the Board Chair or Board Treasurer

E. Accounts Payable: The school shall abide by EdTec accounts payable policies and procedures set forth separately.

F. Credit and Debit Card Usage: Unless otherwise specified by the Board of Directors and/or school management, the use of school credit and debit cards shall be limited to the Director of the corporation and Board Chair. Expenditure limits follow the rules in this document. It is the responsibility of the cardholder to submit supporting documentation (receipts) with payment approval.

G. Other Electronic Payments: Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of the Board Chair or Board Treasurer.

H. Employee Reimbursements: Reimbursements for business expenses must be pre-approved and are at the discretion of the Head of School. Under no circumstances shall alcohol be reimbursed. The Head of School must obtain a Board member's authorization on reimbursement requests payable to the Head of School."

I. Petty Cash – Purpose and Usage

1. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements or independent contractor payments.

2. The Head of School, Director of Operations, Director of Instruction and the Office Manager shall have access to petty cash not to exceed \$100. Such funds shall be used at the discretion of the Head of School, subject to Board oversight and consistent with the approved budget and School rules and regulations. Authorized employees must obtain each other's authorization on petty cash checks made payable to their names. Use of petty cash shall require original receipts for all purchases.

J. Personal Use of School Funds: Use of School funds for personal use is prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal, including from the Board.

K. BANKING

1. General Checking Account

a) The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings and/or checking accounts and/or invested in non-speculative federally-backed instruments and/or standard money market accounts.

b) The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the Board Chair and Board Treasurer.

c) The General Checking Account shall be reconciled monthly by a school staff member or outsourced accountant that does not have the ability to approve expenses or disperse funds from the account. The monthly Bank Reconciliations shall be reviewed and approved by the Board or a representative of the Board that does not have access to the account.

2. Petty Cash Checking Account – Account Setup and Maintenance

- a) The Petty Cash Checking Account shall have a maximum balance of \$1,000. The Account shall be funded from the School's business General Checking Account as necessary. A simple ledger shall be maintained by the Office Manager reconciled monthly by a staff member or accountant that does not have transactional access to the account. The petty cash bank reconciliations shall be reviewed by a representative of the Board. Replenishment of the Petty Cash Checking Account shall occur through the normal accounts payable process (see EdTec accounts payable policies and procedures set forth separately).
- b) No deposits other than replenishments as stated above shall be made into the Petty Cash Checking Account. All cash and checks shall be deposited into the General Checking Account.
- c) Check writing requires signatures from the Head of School or **Director of Operations**.
- d) Deposits of Receipts – The School will deposit all funds received as soon as practical upon receipt. The Office Manager will open all mail on a daily basis, immediately sort all checks and forward them to the Director of Operations. The Director of Operations will immediately endorse the checks to the appropriate school account and prepare appropriate deposits as soon as practical, ideally the same day and in no case later than three working days.

L. TRAVEL POLICIES

1. Employee Mileage Reimbursement

- a) All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel pre-approved by their supervisor. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
- b) All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

M. OTHER PRACTICES

1. Budget Adoption: A budget shall be adopted by the Board no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.

N. Audit

1. An annual audit by an outside firm shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to, (1) an audit of the accuracy of the School's financial statements, (2) an audit of the School's attendance accounting and revenue claims practices, and (3) an audit of the School's internal controls practices.
2. If the School receives over \$500,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars.
3. The audit firm shall be on the State approved list of School auditors.
4. At the conclusion of the audit, EdTec will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
5. Form 990 Federal Tax Return: The selected audit firm will prepare the Form 990 tax return and send a copy to the school staff responsible for the audit. The school staff will review and send a copy to the Board of Directors for its review and approval before filing. Once approved by the Board, the school will notify the audit firm who will then prepare the final return for filing.

O. Board Meetings: The Board shall review financial statements at periodic Board meetings. The Board shall also review and approve the monthly check registers and bank reconciliations from the General Checking Account and the Petty Cash Account.

P. Conflict of Interest: Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a separate more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.

Q. Payroll

1. New Employees: Requests for new employees shall be initiated by the Head of School and be consistent with the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll. New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.
2. Employees shall accrue sick leave time based on the personnel policy of the School.
3. Timekeeping (for hourly staff)
 - a) The Head of School or Director/Principal shall develop procedures to ensure accurate and timely preparation of timesheets for hourly employees.
 - b) Authorized timesheets shall be forwarded to EdTec according to EdTec policies and procedures set forth separately. Payroll processing and payment shall take place according to EdTec policies and procedures set forth separately.
4. Independent Contractors: The School shall only engage independent contractors if all of the following practices are followed:
 - a) The expense is within the approved budget or separately approved by the Board;
 - b) The contractor provides proof of adequate insurance and IRS form W-9;
 - c) IRS rules are followed regarding classification of staff as contractors versus employees; and
 - d) The work is done under contract.

R. Capitalization and Depreciation:

1. The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.
2. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:
 - a) Leasehold Improvement – Lease term or 5 years, whichever is shorter
 - b) Equipment – 3 years
 - c) Furniture – 5 years
3. Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

S. Disposal of Surplus Property and Donations:

1. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the School feels will have no future value to the School's program, and that is declared to be surplus property by the Board. If the School wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.
2. If the School wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
3. If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include: (1) the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and (2) the donee organization shall be a non-profit or governmental entity related to education. In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.

T. Property Acquired with Federal Grant Funds

1. If the property in question cost \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.

Accounts Payable & Banking Requirements

East Bay Innovation Academy

Effective 8/20/15

Approval of Purchase Orders (if applicable):

Purchase Orders Under \$10,001	Purchase Orders of \$10,000 or More
How many signatures are needed for PO approval? 1	How many signatures are needed for PO approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?
Primary: Head of School Secondary: Board Chair or Board Treasurer	Primary: Head of School Secondary: Board Chair or Board Treasurer Budgeted expenses over \$20,000* can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval.

Approval of Invoices:

Invoices Under \$10,001	Invoices of \$10,000 or More
How many signatures are needed for Invoice approval? 1	How many signatures are needed for Invoice approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?
Primary: Head of School Secondary: Board Chair or Board Treasurer	Primary: Head of School Secondary: Board Chair or Board Treasurer Budgeted expenses over \$20,000* can be approved in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval. <i>*Budgeted expenses for Paychex, OUSD and EdTec do not required additional approval by the Board</i>

General Checking Account

Invoices Under \$10,001	Invoices of \$10,000 or More
How many signatures are needed for check approval? 1	How many signatures are needed for Check approval? 2
Who are the signers (designate primary and secondary if appropriate)?	Who are the signers (designate primary and secondary if appropriate)?
	Primary: Head of School

Primary: Head of School Secondary: Board Chair or Board Treasurer	Secondary: Board Chair or Board Treasurer Budgeted expenses over \$20,000* can be paid in advance of consent agenda review at monthly Board meetings. All new proposed and unbudgeted expenditures over \$20,000 require Board review and approval. <i>*Budgeted expenses for Paychex, OUSD and EdTec do not required additional approval by the Board</i>
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Petty Cash Account – \$1,000

No one should ever authorize use of petty cash funds themselves without an additional signature.

Requirements:

Disbursements Under \$100	Disbursements of \$100 or More (state amount)
How many signatures are needed for disbursement approval? 1	How many signatures are needed for disbursement approval? 1
Who are the signers (designate primary and secondary if appropriate)? Primary: Office Manager Secondary: Head of School or Director of Instruction	Who are the signers (designate primary and secondary if appropriate)? Primary: Head of School Secondary: Directors

Petty Cash Checking Account Information: (if applicable)

Account No.: _____

I hereby certify that the above-named accounts are all of the school's accounts.

Authorized School Representative Date

Name of School: East Bay Innovation Academy



EAST BAY INNOVATION ACADEMY (EBIA)
PARENT/STUDENT HANDBOOK
2015-2016

Updated August 2015

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OUR TEAM

Contact information for our **School Team** can be found online [here](#).

Information on our **Board of Directors** can be found [here](#).

EBIA MODEL

Our Mission

To prepare a diverse group of students to be successful in college and to be thoughtful, engaged citizens who are leaders and innovators in a 21st century global world.

Our Vision

EBIA is rethinking how schools are run and structured, so that they better reflect the needs of a 21st century world. Most schools have not changed their structure, organization, facilities or instruction in over 50 years. While schools have not changed, our world has, leaving many of our schools, even the “best” ones, behind. EBIA is a powerful option for Oakland families and educators to build a diverse school that addresses the needs of the 21st century and beyond.

Our Instructional Model

EBIA is a rigorous STEAM (Science, Technology, Engineering, Art and Math) school with a unique focus on the social and emotional skills students need to be leaders. Students will learn to be problem solvers and strong advocates who work together and take responsibility for their own learning.



Students will work together on long-term, “**real-world**” projects that combine many different subjects, and will learn to present those projects using technology.

Students will alternate between different learning models, including online learning, and in later grades will be **self-guided**.

We make and do things! EBIA will be a safe place for students to **explore their interests** and learn the life lessons taught through practice and experimentation

Our Core Beliefs

We believe in **Possibility and Perseverance**

All students will achieve at the highest levels and prepared for success in college and career. We value courage, action and hard work.

We believe in **Creativity and Curiosity**

Students will work together with critical and creative minds. We value exploration, perspective and determination.

We believe in **Community**

Parents, teachers, school leaders, and board members will take responsibility for all students' success. We value relationships, kindness, integrity and respect.

We believe in the **Greater Good**

EBIA will teach students about social justice and civic responsibility. We value giving back to the community and improving our school, our community and our world.

We believe in **Diversity**

Students will prepare for society and the workforce by working with and appreciating those who are different from themselves.

Our Innovator Norms

The character traits we expect all our students to exhibit are known as **Innovator Norms**. Our six Innovator Norms will be woven throughout our culture, classrooms and community.

Perseverance: Maintaining a steady persistence in a course of action, and exhibiting a commitment to purpose and tenacity, in spite of difficulties, obstacles, or discouragement. Innovators are courageous in the face of difficulty, knowing that effort and hard work will improve the future, and are able to move past frustrations and setbacks quickly.

Curiosity: Eagerly desiring to know and learn; taking initiative and to be inventive.

Kindness: Being considerate or helpful.

Respect: Honoring or being considerate towards self, property, and others.

Conscientiousness: Being careful, meticulous; being thorough, careful, or vigilant; desiring to do a task well and to completion, being accountable, prioritizing to set and meet goals, and achieve results.

Citizenship and Leadership: The quality of an individual's membership in, and contribution to, a community. There are no passengers, only crew.

WHAT DOES A DAY LOOK LIKE?

EBIA opens at 7:30 am and students are invited to come into the building to eat breakfast, check-out their school-assigned laptops, work on assignments, and socialize respectfully with classmates. We are a technology driven-school, using *Chromebooks* as our learning platforms, and will not assign textbooks to students. Students who don't have internet access at home or appropriate devices can use this time before school to work on assignments.

Because we know that building relationships and creating a sense of belonging and connectedness is integral to students' success, we have been very strategic in developing our master schedule to meet the socio-emotional needs of adolescents. Every day, our students meet with their Advisor, an adult who will serve as the captain of their crew. Advisory classes are comprised of 15-19 students who work together to develop interpersonal skills that will ensure their success in college and career. These tight-knit Advisory crews will learn to monitor one another's progress and success, navigating the nuances of middle school on a daily basis in their assigned rooms. After the Advisory crew gathers, they will walk together to the multi-use room for Morning Meeting. The Morning Meeting is a time to develop a strong sense of community, where announcements are made, students perform, Advisory crews compete, people are honored and whole school issues are discussed.

Throughout the course of the day, students will receive instruction in the four core academic subjects of math, science, English/Language Arts, and social studies. Additionally, each student will have periods of Independent Learning Time (ILT), where he/she can work individually or collaboratively on assignments. EBIA additionally provides Fitness and one core enrichment course, such as Computer Science or Art.

Below is a sample schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 (9:30-10:15)	Math - Room 5	ELA - Room 11	SEL - Advisory	Art - STEAM Rm.	Fit. - Great Hall
Period 2 (10:15-11:00)			History - Room 9	Math - Room 5	Science - Room 7
Period 3 (11:00-11:45)	Hist. ILT - Room 9	Art - STEAM Rm.			
Period 4 (11:45-12:30)	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Period 5 (12:30-1:15)	Art - STEAM Rm.	History - Room 9	Inn. Lab - Room 7	Sci. ILT - Room 7	Math - Room 5
Period 6 (1:15-2:00)	ELA ILT - Room 11		Math ILT - Room 5	Fit. - Great Hall	
Period 7 (2:00-2:45)	Science - Room 7	Science - Room 7	ELA - Room 11	ELA - Room 11	History - Room 9
Period 8 (2:45-3:30)					

After school, students may stay until 5:00 pm, Monday through Thursday, receiving help from tutors, attending teachers' office hours or participating in enrichment activities designed to engage students and give them exposure to myriad learning experiences. School closes at 3:30 pm on Fridays. Arrangements must be made for on-time pick-up every day.

What does a year look like?

Our school year opens with a five-day orientation week, from 9:00 am to 12:00 pm, aimed to provide students a comprehensive introduction to EBIA and the school year. Students will learn about our four pillars, six Innovator Norms, behavioral and academic norms, Advisory, Morning Meetings, regular and block schedules, support structures, breakfast, lunch, and most importantly, one another. In addition to building familiarity and community, all students will take diagnostic tests so that EBIA staff can determine academic levels and begin to set goals with students as part of their Personalized Learning Plans (PLPs).

The second week of school and throughout the year, students will attend their classes, receiving high-quality instruction, working towards mastery of course content through Blended Learning (BL) and Project-Based Learning (PBL). They will utilize design thinking principles in solving problems and utilize SEL skills in collaboration and presentation. Students will be accessing most of the curriculum via teacher-curated blended learning platforms, with links to content that is informative and meaningful. Students will have myriad benchmarks to track their progress and will demonstrate mastery via cumulative assessments, often in the form of end-of-unit projects they must develop and present.

Three times during the year, students will have 1-2 week intersessions where they will have markedly different learning experiences than they experience during the approximately six-week “academic sprints”. During these intersessions, outside agencies are contracted to provide opportunities for exploration (expeditions) into the worlds of science, arts, engineering, etc. Many of the sessions will take place on campus, while others will require field trips. This is a critical component of our instructional model, as we believe that incredible learning takes place not just in the typical classroom environment. Students requiring more academic and/or behavioral support will receive accelerated intersession intervention.

Twice a year, we have PLP days, where families meet with Advisors to discuss student progress towards achieving academic and socio-emotional goals. These “parent-teacher conferences” serve as another means of calibration in the learning partnership that must exist between home and school.

Near the end of the school year, EBIA will administer mandatory state testing to all students so that we can gauge our students’ individual academic progress and gauge our school’s effectiveness.

At the end of the school year, students will make Capstone presentations to our community about projects on which they have worked, demonstrating what they have learned in a professional manner and in a public forum.

Any students in danger of retention will be assigned Summer School in order to improve skills and be ready for the next school year.

ATTENDANCE AND HEALTH

Attendance Policy

EBIA will operate with an extended school day and year, offering the needed supports to ensure all students are ready for success in college and career. The school year consists of 185 calendar days with typical school hours running from 9:00 am for EBIA's daily Morning Meeting/Advisory for all students and staff, to our end of day Tutoring, Office Hours and enrichment programs running through 5:00 pm each day. The campus will open at 7:30 am for students to eat breakfast and do school work.

Absences

Students cannot miss more than 15 days (unless due to medical illness) and they must demonstrate mastery of grade level skills and curricular standards, or they may be candidates for possible retention. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absence on any child's academic progress.

- 1) Attendance is one of the most important factors in determining a student's success in school. EBIA can provide a short-term independent study contract when an absence of three days or more is unavoidable. However, it is important to know that valuable education opportunities may be lost when a student is not in class. Therefore, we have established an attendance policy to promote student success.
- 2) We hope to foster responsibility and work ethics in your child. Students who are tardy disrupt the education of others in the class. Students are expected to be in class and ready to learn no later than 9:00 a.m.; students arriving after that time are considered tardy.
- 3) It is our policy to verify absences each day. When students miss classroom instruction, much of the content may not be able to be replicated. However, work and assignments missed during absence may be able to be completed, as possible.
- 4) Please notify the school by calling (510) 577-9557, if it is necessary for your student to be absent for any reason. When leaving a message, please leave your name, student's name, reason for the absence and a phone number where you can be reached. Absences must be cleared within five school days or the absence becomes unexcused.

EBIA encourages students to approach their academic experience with a growth mindset, attaining a high degree of academic and social emotional growth across the year. It is not possible for this to happen if students are absent from class. The adult(s) legally responsible for a child are charged with ensuring that students are in school. EBIA understands that it is inevitable that there will be absences for excused reasons. However, with rare exceptions, these absences are infrequent and don't create a barrier that prevents students from reaching their potential.

- 1) EBIA has policies and procedures that allow students who have been absent for excused reasons to make up missed academic work. Making up missing assignments is seen as a way to minimize

the negative impact of poor attendance. However, there is no way students can make up all they miss by not being in the classroom when learning is taking place.

- 2) In evaluating the success of students we believe that attendance is the single most reliable predictor of student performance. Students who are regularly in school succeed; students who are chronically absent do poorly. Research also shows that there is an identical relationship between attendance and success in the workplace.

Illness

A student who is ill should not be sent to school, since this may result in his/her health becoming worse and exposing others. Good indicators that students should be kept home:

Fever: With a temperature equal to or greater than 38.0 C or 100.4 F. The child can return to school after he/she has been fever-free for 24 hours (without fever-reducing medicine such as Tylenol or Advil).

Colds: A continuous green discharge from the nose may be a sign of infection; consider having the child seen by your health care provider.

Diarrhea/Vomiting: Return to school only after being symptom-free for 12 hours.

Conjunctivitis (Pink Eye): Return to school 24 hours after the first dose of prescribed medication.

Rashes: Student with an unexplained rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

Lice: A student with lice or nits is not permitted at school. Please treat him or her and notify the school. Your student may return to school when nit and lice free.

Religious Observances

When your student will be absent for religious observance, please call or send a note to school prior to that date. If you do, state regulations allow children absent for religious observance to be counted as present, but class work must still be made up within a reasonable period of time.

Independent Study

EBIA may offer independent study to meet the educational needs of students who receive prior approval for absences exceeding three school days due to travel, extended illness, or another cause of three or more school days in duration. Independent study will be limited to occasional, incidental instances of extended absences and will be offered in conformance with this Board Policy.

More information can be found in the "Policy" section of our family document library [here](#).

Promoting Health and Wellness

While we understand that many families want to celebrate birthdays and other events as part of the community, we ask that families follow healthy guidelines when bringing in food. Please check with the office before bringing in any food or drinks for any event. Some students have allergies to food and drinks and cannot be in close proximity to these items. Students bringing snacks to school should make healthy choices, such as fruits and vegetables.

Arrival and Departure

School begins at 9:00 a.m. and dismissal time is 3:30 p.m. daily. Supervision is not provided prior to 7:30 a.m. Please pick students up within ten minutes of dismissal. If class is being conducted at an off campus site, students not picked up within 10 minutes of dismissal will be returned to the school site.

Illness and Injuries

A first aid kit is located in the office. If your student is ill or injured beyond first aid or simple comfort measures, you will be called to take the student home or to the doctor. In an emergency, appropriate action will be taken, and you will be informed immediately. If you cannot be reached, other designated adults listed on the student's emergency form will be notified. It is essential that you keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency.

Medications

The following policy regarding the administration of medications is applicable when the staff is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before EBIA allows a student to carry and self-administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized school personnel administer medications or otherwise assist a student in administering his or her medication, the school must receive a copy of the following:

- For prescription medications we need a written statement, Rx label and completion of the School's Medication Authorization Form executed by the student's authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken

during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken.

- We do not encourage the use of over-the-counter medications such as ibuprofen, antacid tablets or cough drops at school. However, the office keeps a small supply for emergencies, (not for daily use by the students). If the need arises to give your child one of the over-the-counter medications listed, we must have a written statement from your child's physician on the appropriate form.

Allergy Reporting

It is vital that EBIA is informed of any student allergy that is life threatening and/or may require use of medication. A list of students with allergies will be kept in each classroom. Any required medication will be stored in the main office. Please see the "Medications" section above for applicable guidelines.

Parent Involvement

Parent involvement is vital to our school's success and to the success and achievement of each student. A Parent Advisory Council, comprised of a leadership team and committee chairs, will meet monthly with EBIA's leadership team to determine how the parents/guardians can best serve the school's needs. The roles of the parents include (but are not limited to) the following:

- Participate in the learning community by volunteering thirty hours per year.
- At all times, determine whether this is the right program for their student.
- To give feedback to the school about their student's to help improve programs.
- Respond to school surveys.
- Be responsible for their student's transportation to and from school.
- Provide materials, time and a place for student to do homework.
- Participate in at least one conference per year with their student's advisor, and more as necessary.
- Support and encourage on-time attendance.

Drop-off/Pick-up Procedures

Wanting to be good neighbors in the community and responsible safe keepers of our students, we ask that parents/guardians either **park on Malcolm Ave.** to drop-off or pick-up students **OR** enter the driveway and **move** in a **counter-clockwise** direction in the turn-about. Cars **MAY NOT** park in the turn-about, as indicated by the red painted curb. **Cars should stop for no more than 30 seconds in the turn-about so that traffic may flow.** Turning left onto Malcolm Ave. when exiting the school is not recommended, as cars traveling up the street do not have a lasting, clear view of the driveway. We recommend turning right when exiting the driveway. Parents/guardians needing to meet with EBIA staff should park on Malcolm Ave. Unless disabled and displaying a placard, parents/guardians may not use the parking lot on campus, as those spaces are designated for staff use only.

Late Pick Up Policy

East Bay Innovation Academy (“EBIA”) is committed to providing a safe campus for all students. When students are left on school property after the close of business hours, EBIA will follow certain steps to ensure students are safe until their parents/guardians come to pick them up. In the event students are left on campus after school hours, EBIA staff will:

1. Notify the Head of School or designee immediately.
2. Attempt to reach parents/guardians through the phone number provided to the school by parents/guardians at the beginning of the year. This may include contacting any emergency contact(s) listed for the student.
3. Bring students into the lobby of the building. Parents/guardians will be asked to come into the building to collect their student.
4. Remain on site until an adult comes to retrieve the student.
5. Notify the Head of School or designee by 45 minutes following the close of business if there is a possibility that law enforcement may be called to assist the student.
6. As a last resort, at 60 minutes after the close of business, EBIA may contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.
7. In cases of repeated incidents where parents/guardians have been late in picking up their child, notify the parents/guardians in writing of parental responsibilities and consequences for their child. A consequence may include: refusal to allow the student to attend after school programs if the parent is repeatedly late in retrieving the child.

EBIA understands unforeseen circumstances can occur. Should a late pick-up be likely, please inform the main office at 510-577-9557. Five or more late pick-ups during a school year will result in a mandatory meeting with school administration.

Parent Volunteers

Research on student achievement indicates that when parents are active members of the child’s school life, the student’s academic progress accelerates and self-esteem blossoms. Based on this research, parents are asked to volunteer in a variety of settings. There are many opportunities for involvement. Please contact the school for information regarding our parent volunteer needs. You can also get ideas at parent meetings, through the newsletter, or by talking with teachers and other parents. Parents and/or family members are asked to volunteer 30 hours/year, per student enrolled. Volunteer time may be done in a variety of ways including, but not limited to Classroom assistance

- Driving and/or chaperoning field trips
- Tutoring
- Fundraising
- Facilities maintenance/Tech support
- Lunch or morning supervision

Communication with School

As learning partners in every child's education, we value transparency in communication. Most of our communication to homes will be conducted electronically, via emails. Announcements about upcoming events or important issues will be made via a recorded phone call that will be sent out to all families and information will be updated on the EBIA website (www.eastbayia.org). Phone calls will be made to discuss individual student issues. The most effective means of communicating with EBIA staff is by email. It is our practice to return emails within two business days. If you would like to contact the school by phone, our phone number is (510) 577-9557.

Parent Portal

In order to monitor student academic progress, every parent/guardian will receive a Parent Portal account to *Illuminate*, our student information system. We recommend you check this on a weekly basis, minimally, to stay updated on your child's grades and attendance. The portal will allow you to see when assignments are due and the grades received on any assessment or assignment. Grades will be updated by teachers on a weekly basis.

ACADEMIC POLICY

The following Parents Rights are from the California Department of Education's web site and outline the California law that specifies the legal rights of parents to participate in their children's education Chapter 864, Statutes of 1998).

EBIA is a rigorous STEAM (Science, Technology, Engineering, Art and Math) school with a unique focus on the social and emotional skills students need to be leaders. Students will learn to be problem solvers and strong advocates who work together and take responsibility for their own learning. The academic policy is reflective of the pillars of EBIA's instructional model – blended learning, project-based learning, and innovation and design.

Student grades across all courses will be calculated using the following weighting structure:

Blended Learning – 30%

- Based on completion of all course playlists, in addition to average student score across all end-of-playlist assessments
- Also includes student demonstration of growth during course. Examples of growth may include mastery of math standards on Accelerated Math, increase in reading comprehension on Achieve 3000, etc.

Project-Based Learning – 60%

- Based on average student score across all course projects, assessments and classwork.
- Examples project-based learning may include; end of unit performance tasks, classwork assignment, project benchmark assignments, etc.

Capstone – 10%

- Based on all capstone development work. Each course will culminate in a large-scale capstone project presented during the end-of-year exhibition. Students will develop components of this capstone project across the year.

Mastery of Skills and Content

EBIA expects all students to master Common Core State Standards, AP standards and/or California State Standards. Students will be expected to demonstrate mastery of both content and skills for all of their courses as defined by their weighted course grades. Students will not be able to move forward in their course until they have mastered skills at a basic level.

Mastery will be defined using the following scale:

Grade	Percentage	Description
A	90% or above	Student is consistently demonstrating advanced mastery of skills and content
B	80-89%	Student is consistently demonstrating proficient mastery of skills and content
C	70-79%	Student is consistently demonstrating a basic mastery of skills and content.
F	69% or below	Student is not consistently demonstrating a basic mastery of skills and/or content.

Those students who do not demonstrate mastery at basic level will engage in one or more of the following programs. The content of these programs may include: completion of missing coursework, revision of coursework, instruction in skills and/or content.

Office Hours – During all marking periods, students who do not demonstrate mastery on coursework will be asked to attend teacher office hours from 3:45-5:00pm daily.

Extended Marking Period/Semester – During the intersession (October, January and May) directly following the marking period in which the student did not demonstrate mastery, the student will attend instructional support meetings.

Late and Missing Coursework

In order to support the ability of students to take ownership for their own learning, EBIA's late and missing work policy is centered on developing a culture of high expectations and accountability. The escalation process for late and missing work is as follows:

Step 1 – Accountability Meeting with Student and Teacher

Late work will only be accepted once students have engaged in an accountability meeting with the teacher of the course in which they are missing work.

All late Project-Based Learning, Capstone and other assignments will have 5% deducted from the final score.

During accountability meetings, student and teacher will set a new due date for the assignment.

Students should communicate with their teacher ahead of the assignment's due date in order to communicate issue of lateness and to schedule an accountability meeting.

These meetings should occur before school or during teacher office hours.

If students do not complete Step 1 and/or submit the late or missing assignment by the new due date, the issue will be escalated to Step 2.

Step 2 – Communication with Parent(s)/Guardian(s), Teacher and Advisor

Parent(s)/Guardian(s) must engage in a communication with the student's advisor and the teacher of the course in which they are missing work.

This communication can be an email exchange, phone call and/or in person meeting.

During this communication, participants will discuss the student's course-specific academic and self-directed learning performance, in addition to setting an action plan for submission of the late/missing work.

If students do not complete the action plan and/or submit the late or missing assignment, the issue will be escalated to Step 3.

Step 3 – Meeting with Parent(s)/Guardian(s), Teacher, Advisor, Student and Grade Level Team.

Parent(s)/Guardian(s) and the student must engage in an in person meeting with the student's advisory and all grade level teachers.

During this meeting, participants will discuss the student's overall academic and self-directed learning performance across all courses, in addition to setting an intervention plan as needed.

PARENTAL RIGHTS

The following Parents Rights are from the California Department of Education's web site and outline the California law that specifies the legal rights of parents to participate in their children's education Chapter 864, Statutes of 1998).

Classroom Observing

Parents have the right to visit their child's classroom to observe activities. The time and date of the visitation should be arranged in advance with the school.

Teacher Conferences

Parents have the right to request a conference with their child's teacher(s) and/or the principal. Parents should contact the school to schedule a date and time convenient to all participants.

Volunteering

Parents have the right to volunteer their time and resources for the improvement of school facilities and programs. Parents should contact the school to determine the terms and conditions of this service. Volunteers who come in regularly will need to present TB clearance and proof of clearance (fingerprinting) from the Department of Justice.

Student Attendance

Parents have the right to be notified in a timely manner if their child is absent from school without permission.

Student Testing

Parents have the right to be notified of their child's performance on standardized and statewide tests and the school's ranking on these tests. (Under other state law, parents may request that their child not participate in the statewide tests.)

Safe School Environment

Parents have the right and are entitled to the assurance of a safe and supportive learning environment for their child.

Curriculum Materials

Parents have the right to examine the curriculum materials of the class or classes in which their child is enrolled.

Student Academic Progress

Parents have the right to be informed of their child's academic progress in school and of the persons to contact if they wish more information or assistance with their child.

Student Records

Parents have the right to access their child's records and to question anything they feel is inaccurate or misleading or an invasion of privacy. Parents have the right to a timely response from the school district about their questions.

Standards

Parents have the right to receive information regarding the academic standards their child is expected to meet.

School Rules

Parents have the right to receive written notification of school rules, attendance policies, dress codes, and procedures for school visitations.

Psychological Testing

Parents have the right to receive information on all psychological testing recommended for their child.

Councils and Committees

Parents have the right to participate as a member of a parent advisory committee, school-site council, or site-based management leadership team, as applicable.

OUR SCHOOL RULES

Take care of yourself

Take care of one another

Take care of our community

Live the Innovator Norms

Dress Code

- 1) Hats and hoods will be worn outside only.
- 2) Clothing and accessories will display messages and images only if free of explicit, profane, offensive and suggestive content.
- 3) Clothing will cover all undergarments and torsos.
- 4) Clothing and accessories will be free of any representations of gang affiliation.
- 5) Clothing and accessories will be free of images and messages that promote violence and tobacco, drug or alcohol use.
- 6) To ensure safe and active participation in science and fitness courses, close-toed shoes without heels and that are securely fastened around the foot will be worn.

Cell Phone/Electronic Device Policy

Students will turn off and store away cell phones and personal electronic devices during school hours. Cell phones and personal electronic devices may be used in class only with express permission granted or under supervision by an adult staff member.

You can find the Tech Use Policy [here](#) or call (510) 577-9557

Gum on Campus

Students chewing gum must throw it in the trashcan upon entering school grounds.

Academic Language

Students will refrain from using profane, rude or offensive language on campus.

Public Displays of Affection

Appropriate, brief and platonic public displays of affection are permitted while at school, on school grounds, and at school-sponsored activities. EBIA staff will use discretion to determine level of appropriateness.

Personal Grooming

Personal grooming (hair and make-up) will take place outside of class time.

POSITIVE BEHAVIOR SUPPORT PLAN

At EBIA, we strive to create a culture of community, where caring and nurturing relationships exist, giving students a sense of belonging and responsibility to one another. We know that students engaged in rigorous, relevant and real curriculum are more likely to be active participants in the community, eschewing misbehavior that takes away from the productivity of the learning environment. In order to support all students personifying our Six Innovator Norms (Perseverance, Curiosity, Kindness, Respect, Conscientiousness, and Citizenship/Leadership), we have implemented the following positive behavior support plan, with a restorative approach to addressing disciplinary issues that may arise.

We will honor students and staff regularly and publicly for being positive contributors to the EBIA community. Morning Meetings will provide the school-wide forum for recognizing (giving shout-outs to) students for upholding the Innovator Norms, which are tied directly to our core beliefs. Time in Advisory classes will be dedicated to honoring students at a more local level. Acknowledging, validating and affirming our students will take place daily in all classes and throughout campus. While EBIA does not believe in incentivizing positive behavior with extrinsic rewards, we support the idea of setting personal and community goals and celebrating the attainment of those goals in myriad ways that honor process and progress.

We hold high expectations for student behavior and have established a set of behavioral norms and school rules that are in place to support a safe and positive learning environment. Consistency and transparency are the keys to ensuring students understand behavioral expectations. The iterative process of examining and refining these norms is not only encouraged, but expected, as we are an innovative school dedicated to creating a culture where buy-in exists as a result of all voices being heard in order to meet the needs of our community. There is intentionally not a litany of behavioral norms, but these following few, so that we can call attention, when necessary, for correction to anti-community behavior and focus on the positive choices our community makes:

Take care of yourself

Take care of one another

Take care of our community

Live the Innovator Norms

You can find the suspension/expulsion policy [here](#) or call (510) 577-9557

Restorative Justice

Restorative justice promotes values and principles that use inclusive, collaborative approaches for being in community. These approaches validate the experiences and needs of everyone within the community, particularly those who have been marginalized, oppressed, or harmed. These approaches allow us to act and respond in ways that are healing rather than alienating or coercive.

-excerpt from Amstutz and Mullet, Restorative Discipline for Schools

Instructional time is “sacred” and successful learning experiences depend upon the engaged participation of every student. The community is comprised of individuals who exercise self-discipline while understanding the need for inter-dependency.

Below is an example of teacher response to students making poor choices in class which are adversely affecting the learning environment:

- 1) If misbehavior occurs, the teacher will address the responsible individual(s) respectfully and quietly, reminding him/her/them of the appropriate desired behaviors.
- 2) If misbehavior persists, the teacher will ask the student(s) to step outside the classroom or individually approach the student for a 1-2 minute conference. That conference will provide the student(s) the opportunity to discuss the behavior and ways in which he/she/they can demonstrate to the class that he/she/they is/are ready to learn and re-join the community.
 - a. If the teacher feels the student(s) is/are ready to return to class, the student(s) re-joins the community and demonstrates active scholarly participation. If the student returns to class and continues misbehavior, that student will be asked to write a reflection and be referred to speak to an administrator. The administrator to which the student was referred will notify parents of the referral and discuss next steps.
 - b. If the teacher feels the student(s) is/are not ready to return, the student(s) will be asked to write a reflection about the undesired behavior either in that teacher’s class or a neighboring class.
- 3) If the student(s) return(s) to class after having written a reflection and continues with unproductive behavior, the student(s) will be referred to the office and will engage in the administrative behavior support plan.
- 4) If the behavior in class is extreme in nature and cannot be dealt with following the aforementioned steps, the student will be referred to the office and will engage in the administrative behavior support plan.

Administrative Behavior Support Plan

Understanding most behaviors will be addressed by the classroom teacher, as a means of re-engaging students in the learning environment, students referred to the office will already have been given multiple opportunities for correcting misbehavior. We treat every student as an individual and will

adjust our approach on a case-by-case basis. We apply restorative justice principles to supporting positive student choices so that unwanted behaviors do not continue, but we can also offer a more traditional model for students and families who prefer not to participate in the restorative approach.

Restorative Approach to Discipline	Progressive/Graduated Discipline System
<p>The following administrative support plan provides some options (in no particular sequence) for students to take part in the reflective and healing process prior to being re-integrated into the community.</p>	<p>The following administrative behavior support plan provides a general framework, assigning consequences that become more dramatic each successive incident a student is referred to the office.</p>
<p>Administrative Office Hours (Detention)</p> <p>Apology to the Community</p> <p>Community Service</p> <p>Counseling</p> <p>School/Family Conference</p> <p>Referral to Outside Counseling</p> <p>Reflection Room</p> <p>Restorative Justice Circle (bringing together members of the Community, including those harmed)</p> <p>School Beautification Project</p> <p>Schedule Change</p> <p>Suspension (While we try to avoid suspension from class or school, it is sometimes necessary, depending on the severity or frequency of the infraction)</p>	<p>Referral #1 - Conference with student, counseling about making better choices, call home and first official warning.</p> <p>Referral #2 - Conference with student, counseling about making better choices, call home and one (lunchtime or after-school) detention assigned.</p> <p>Referral #3 - Conference with student, counseling about making better choices, call home and two (lunchtime or after-school) detentions assigned. Parent conference required.</p> <p>Referral #4 - Conference with student, counseling about making better choices, and behavior contract put in place at family and grade level team meeting.</p> <p>Referral #5 - Conference with student, counseling about making better choices, parent/guardian conference to put behavior contract in place and up to a one-day at-home suspension.</p> <p>Referral #6 - Conference with student, counseling about making better choices, and up to a two-day at-home suspension.</p> <p>Referral #7 - Conference with student, counseling about making better choices, and up to a three-day at-home suspension.</p> <p>Referral #8 - Conference with student, counseling about making better choices, and up to a four-day at-home suspension. <i>A Manifestation Determination meeting may take place if student has 504 or IEP.</i></p> <p>Referral #9 - Conference with student, counseling about making better choices, parent/guardian conference, second behavior contract in place and up to a five-day at-home suspension.</p> <p>Referral #10 - Conference with student, counseling about making better choices, parent/guardian</p>

	conference and up to a five-day at-home suspension. <i>Hearing to determine whether or not student will be expelled from EBIA.</i>
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In cases of extreme misbehavior, i.e. any acts described as suspendable offenses by Education Code 48900 or 48915, administrative discretion will be used to determine appropriate consequences.

Sexual Harassment Policy

Sexual harassment of or by any student or member of the EBIA staff shall not be tolerated. The Board considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at School and/or creates an intimidating, hostile or offensive educational environment. The conduct described above is also sexual harassment when submission to it is made either explicitly or implicitly a term or condition of an individual's access to education.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Students may receive age-appropriate training and/or instruction on the prohibition of sexual harassment at the School.

Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher or to another school staff member. The Executive Director will promptly investigate all such incidents in a confidential manner.

Student Code of Conduct – Bullying

This code of conduct is adopted by EBIA and is to be followed by every student while he or she is on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

Any student who engages in bullying may be subject to disciplinary action. Students are expected to immediately report incidents of bullying to an EBIA staff member. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the school believes that the investigation or complaint was not resolved appropriately, the student or the parent of the student should contact the principal or the school office.

Academic Honesty

The Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension from School.

Plagiarism and Copyright Infringement definitions:

- 1) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- 2) Users will respect the rights of copyright owners and not infringe on those rights.

Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

STUDENT COMPLAINTS

Notification

It is the intent of the EBIA to integrate conflict resolution skills into the curriculum. In accordance therewith, students that have complaints against other students are encouraged to first address the issue with the person directly using the learned conflict resolution skills without the intervention of a school employee. If, however, the student does not feel comfortable with this approach or the complaint involves sexual harassment or discrimination, the student may notify a teacher or other school staff member. The teacher or staff member will notify the Administrator of the complaint if it cannot be resolved immediately at that level. Parents/guardians will be notified if necessary.

Students who have complaints against school personnel or programs may notify a teacher or Administrator. If a teacher, or any other staff member, is notified of a student complaint against school personnel or programs, the teacher shall notify the Administrator.

Procedures

Depending upon the nature of a complaint, the pupil will be provided information concerning the applicable policy and procedures to be followed. For instance, if the complaint is one of sexual harassment or other discrimination, the student will be provided with a copy of the School's policy against harassment and discrimination and provided a complaint form and apprised of the procedures under the policy.

If EBIA has no specific policy or procedures for the particular complaint, the Administrator, or his/her designee, will undertake a responsible inquiry into the pupil's complaint to ensure it is reasonably and swiftly addressed. When appropriate a written statement of the pupil's complaint will be obtained from the student.

Confidentiality

Complainants will be notified that information obtained from the pupil and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

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.

Resolution

Administration will investigate student 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.

East Bay Innovation Academy (the “Charter School”) has adopted this policy to address complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity. In addition, the Charter School has adopted this procedure to address complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program, or complaints regarding unlawful student fees.

Scope

The Charter School’s policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

(1) Complaints of discrimination against any protected group including actual or perceived, including discrimination on the basis of age, sex, sexual orientation, gender, gender expression, gender identity, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and

(2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program, or regarding unlawful student fees.

(3)The Charter School acknowledges and respects every individual’s rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the Complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any Complainant in the complaint process, including but not limited to a Complainant’s filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the Complainant.

Compliance Officers

The Charter School Board of Directors designates the following Compliance Officer to receive and investigate complaints and to ensure the Charter School’s compliance with law:

Head of School (aka Executive Director): Devin Krugman

3400 Malcolm Avenue, Oakland, CA 94605

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

Notifications

The Executive Director or designee shall annually provide written notification of the Charter School’s Uniform Complaint Procedures to students, employees, parents/guardians, the Board of Directors, appropriate private officials or representatives, and other interested parties.

The Executive Director or designee shall make available copies of the Charter School’s Uniform Complaint Procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the Complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the Complainant of the appeal process pursuant to Education Code Section 262.3, including the Complainant’s right to take the complaint directly to the California Department of Education (“CDE”) or to pursue remedies before civil courts or other public agencies.

4. Include statements that:
 - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the Complainant agrees in writing to an extension of the timeline;
 - c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the Complainant first obtains knowledge of the facts of the alleged discrimination;
 - d. The Complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision; and
 - e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

Uniform Complaint Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance Officers shall maintain a record of each complaint and subsequent related actions.

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

- Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the Complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

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

If a Complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three days of receiving the complaint, the Compliance Officer may informally discuss with the Complainant the possibility of using mediation. If the Complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the Compliance Officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the Complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The Compliance Officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the Complainant and/or his/her representative to repeat the complaint orally.

The Complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A Complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

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

- Step 4: Response

OPTION 1:

Unless extended by written agreement with the Complainant, the Compliance Officer shall prepare and send to the Complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within 60 days of the Charter School's receipt of the complaint.

OPTION 2:

Within 30 days of receiving the complaint, the Compliance Officer shall prepare and send to the Complainant a written report of the Charter School's investigation and decision, as described in Step #5 below. If the Complainant is dissatisfied with the Compliance Officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the Compliance Officer's decision shall be final.

If the Board hears the complaint, the Compliance Officer shall send the Board's decision to the Complainant within 60 days of the Charter School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the Complainant.

- Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the Complainant. The Charter School's decision shall be written in English and in the language of the Complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the Complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the Complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the Complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the Complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the Complainant has appealed the Charter School's decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within 60 days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A Complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions

and restraining orders. For discrimination complaints arising under state law, however, a Complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the Complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

ADMINISTRATION

Enrollment

Enrollment at EBIA is governed by regulations for charter schools set forth in California Department of Education code for Charter Schools and our own charter.

Registration

Once a child has applied to and been accepted by EBIA, students are formally enrolled. At the time of enrollment the Enrollment Process must be followed.

Enrollment Process:

The enrollment process is:

- Completion of student enrollment forms
- Handbook Acknowledgment
- Proof of immunization
- Completion of Emergency Medical Information Form
- Proof of minimum age requirements, e.g., birth certificate

Please notify the office, if any registration information changes. It is essential that we have accurate information regarding your address, home telephone number, daytime phones numbers and emergency contact numbers.

Withdrawal from School

Please notify the office personnel at least one week in advance, if your child will be withdrawing from school. If possible, please provide your forwarding address, and the name and address of the school your child will be attending. Student records will be forwarded upon receipt of the request from the new school. All school property must be returned before withdrawal.

Telephoning

In general, school telephones are for business use and for educational or emergency use by students. Only urgent messages will be delivered to your child. Please take care of personal business, such as rides home, etc., prior to school.

Visitors

Visitors are welcome. Please call in advance to set up an appropriate time to visit and to ensure that the class you wish to observe is available. Please note that parents or other authorized volunteers must sign in and out at the office and wear a visitor badge. These procedures are designed to protect our children from unauthorized individuals and to document volunteer hours.

Notices and Announcements

The EBIA newsletter is a regular means of sharing school news publishing the school calendar, issuing reminders, and thanking volunteers and contributors. If you have an article to include in the newsletter, please turn it in to staff for approval and inclusion in the newsletter. If you would like the newsletter emailed to you, send an email request to: info@eastbayia.org.

Newsletters are available on our website: www.eastbayia.org, as well as other useful information.

**PARENTS' PERMISSION FOR THE PUBLICATION
OF STUDENT WORK/PICTURES**

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

PARENT AND STUDENT HANDBOOK ACKNOWLEDGEMENT

We acknowledge, by our signatures below, that we have read, discussed, understand and agree to abide by the expectations outlined in the "EBIA 2014-2015 Parent and Student Handbook".

Parent/Guardian's Signature

Date

Student's Signature

Date

**PARENT/GUARDIAN AND STUDENT, PLEASE SIGN
and
RETURN TO SCHOOL WITHIN 7 DAYS.
THANK YOU!!**

[School calendar](#)

[Tech policy](#)

[Suspension Policy](#)



East Bay Innovation Academy
Internet and Device Acceptable Use Policy
(Students/Parents)

August 2015

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INTRODUCTION

Although it is a long and detailed policy, it is very important that you read it thoroughly because it explains everything you need to know about using the Internet, computers and other devices at East Bay Innovation Academy. It is your responsibility to use the Internet in ways that follow and support this policy.

If you know the behaviors and limits set out in this policy, you will become a successful electronic user at school. And all electronic usage throughout East Bay Innovation Academy, including the things you do on a day to day basis, will be governed by this policy document. Your use - or misuse - of any electronics while at school will be interpreted according to this policy.

If you have any questions about the expectations set out in this document, please contact the Director of Operations.

GENERAL PRINCIPLES OF ACCESS

East Bay Innovation Academy (EBIA) provides access to the Internet, including access to e-mail, for its schools, faculties, students, and guests. (Guests include but are not limited to parents, student teachers, temporary employees, parent volunteers, and other school volunteers.) All Internet access, including the use of e-mail, occurs through the use of EBIA's system.

This Internet and Device Acceptable Use Policy governs all electronic activity, including e-mail and access to the Internet, which is undertaken by EBIA faculties, students, and parents/guardians either in their official EBIA capacity or as part of the educational, instructional or extracurricular programs connected to the EBIA. No EBIA faculty member, student, guest or parent/guardian may engage in activities prohibited by this policy, whether through the EBIA's Internet service or through any other Internet Service Provider, for whatever reason. Parents are strongly encouraged to discuss and monitor their child's school Internet use and to discuss any issues or concerns that they may have with the school's teacher and administrators. All use of the Internet will be governed by this policy.

TECHNOLOGY TEAM RESPONSIBILITIES

The Head of School and Director of Operation are responsible for the dissemination of this Internet and Device Acceptable Use Policy and they will work to enforce this policy.

EBIA reserves the right to revise this Internet and Device Acceptable Use Policy, as it deems necessary, and it will always post the current policy on each the website as notice to users of any revisions.

LIMITATION OF LIABILITY

- 1) EBIA makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the EBIA system will be error-free or without defect. EBIA will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. EBIA is not responsible for the accuracy or quality of the information obtained through or stored on the system. EBIA will not be responsible for financial obligations arising from a user's unauthorized use of the system.
- 2) Users will indemnify and hold EBIA harmless from any losses sustained by EBIA as a result of intentional misuse of the system by user.

FILTERING

EBIA has installed Internet filtering software in an attempt to block user access to inappropriate and/or harmful content on the Internet. Filtering technology is not perfect and therefore, may in effect interfere with legitimate educational research. No filtering software is one hundred percent effective and occasionally fails. In the event that the filtering software is unsuccessful and children gain access to inappropriate and/or harmful material, EBIA and individual school sites will not be liable.

Families may wish to see how the EBIA filter system guidelines adhere to the US Congress enacted CIPA guidelines, with rules updated to 2011:

- <http://www.fcc.gov/guides/childrens-internet-protection-act>

The filter is set at the most restrictive setting in restricting access to Internet sites that may contain interactive chat or mail or information regarding:

- Sex acts
- Sex attire
- Sex/nudity
- Sex/personal
- Basic sex education
- Advanced sex education
- Sexuality
- Sports
- Gambling
- Pornography
- Hacking
- Proxy avoidance
- Addictions
- Forums
- Social Networks
- Violence
- Streaming Music
- Non Academic Videos
- Illegal Drugs
- Weapons
- Criminal Activity
- Chat
- Hate and Intolerance

REGULATIONS OF ACCESS

Important Consequences of Access

EBIA will always cooperate fully with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the EBIA system.

Internet access is a privilege, not a right, and all students should be aware that EBIA may revoke Internet access for any reason. If a student's access is revoked, EBIA will provide an explanation for the revocation and the school site will ensure that the student continues to have equal access to participate in the educational program.

It is very important for students and families understand that violations of this Internet and Device Acceptable Use Policy DO count as disciplinary actions. All violations of this policy will be addressed according to the graduated discipline plan. Students and their families WILL have to meet specific concerns related to the violation and cooperate with the school to help the student acquires the specific behaviors necessary to behave appropriately on an electronic network.

Privacy

It is important that all users of the EBIA system understand that there is no expectation of privacy on this system.

EBIA reserves the right to monitor the use of the Internet through its system, at all times. EBIA will collect and store information about usage which includes, but may not be limited to, the date and time a user visits the site and information about the user's activities while online. Any information gathered is obtained solely for the purpose of improving EBIA services and providing the system with statistical information to assist in improving teaching and learning by teachers and students respectively. Except as otherwise provided in this Internet and Device Acceptable Use Policy, that EBIA will not use cookies to gather personal identifying information about any of its users. (Cookies are computer programs that allow EBIA, among other things, to verify whether a visitor is an authorized user of the EBIA system and that store information about a user on a computer hard drive or disk.) Personal identifying information includes, but is not limited to, names, home addresses, e-mail addresses and telephone numbers.

As required by the Children's Internet Protection Act ("CIPA"), EBIA will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be

violating, EBIA Internet and Device Acceptable Use Policy, the student handbook, or the law. EBIA also reserves the right to monitor other users (e.g., non students) online activities.

EBIA reserves the right to employ and review the results of software that searches, monitors and/or identifies potential violations of the Internet and Computer Acceptable Use Policy.

Users should be aware that their personal files may be discoverable in court and administrative proceedings and in accordance with public records laws.

System users should have no privacy expectation in the contents of their personal files and records of their online activity while on the EBIA system. EBIA does not encourage users to store personal data on the EBIA system - EBIA cannot be responsible for the loss or damage of such data.

Parental Notification and Responsibility

Where appropriate, EBIA will provide students and parents with guidelines and instructions for student safety while using the Internet.

EBIA Internet and Device Acceptable Use Policy contains restrictions on accessing inappropriate material. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. While student use will be supervised and logged, it is not practically possible for EBIA to monitor and enforce a wide range of social values in student use of the Internet. Further, EBIA recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. EBIA strongly encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through EBIA system.

Access

Students will generally be provided with Internet access. This document describes the terms of that access. In addition, a school may decide to create a written agreement or “compact” with parents that expands the terms and responsibilities of the student, parent and school in further detail. However, that written agreement may not permit any Internet or e-mail activity prohibited by this Internet and Device Acceptable Use Policy, and it may not prohibit any such activity permitted by this Policy.

Limitations on Internet Usage

Personal Safety Violations for Students

EBIA strongly recommends that all students follow the two guidelines below, at all times: i) students do not post or transmit photographs or personal contact information about themselves or other people. ii) Students do not agree to meet with someone they have met online.

EBIA does require that student users promptly disclose to their mentor or other school employee any electronic message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

All students need to be aware that engaging in any of the following illegal activities will result in disciplinary action.

Users shall not attempt to gain unauthorized access to the EBIA system or to any other computer system through the EBIA system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, illegally obtaining wireless passkeys, or attempting to log in through another person's account. Further, users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."

Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment.

Users shall not use the EBIA system to engage in any other illegal act, such as arranging for a drug use or sale, engaging in criminal gang activity, threatening the safety of a person, etc.

Users shall not use the EBIA system to download illegal music, books, video, and software without payment to the originator.

User shall not use software applications that have a continuous connection to the internet that is streaming steadily and consuming large amount of internet bandwidth (e.g. bit-torrent, etc) for the purpose of obtaining illegal content.

System Security Violations

Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except that mentors and/or teachers may require users to provide their passwords.

Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the technology team. No users will go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language

All students should be aware that using inappropriate language electronically can be damaging to others and may lead to disciplinary action.

- 1) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- 2) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.
- 3) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.
- 4) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- 5) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- 6) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- 7) Users should not repost a message that was sent to them privately without permission of the person who sent them the message.
- 8) Users should not post private information about another person.

Respecting Resource Limits

- 1) Users will use the system only for educational and professional activities.
- 2) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used.

- 3) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unsolicited message to many people, except that an unsolicited message sent by a supervisor, relating to work activity does not constitute spamming.
- 4) Users will check their e-mail frequently and delete unwanted messages.
- 5) Users will not send e-mail containing commercial links unless the link is predominantly instructional in nature.

Plagiarism and Copyright Infringement

- 1) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- 2) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Access to Inappropriate Material

- 1) Users will not use the EBIA system to access material that is profane or obscene (e.g., pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (e.g., hate literature). For students, a special exception may be made if the purpose is to conduct research and is approved by the teacher.
- 2) If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Internet and Device Acceptable Use Policy.

Other

- 1) Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives.
- 2) Users will not use the Internet to conduct for-profit business activities or to engage in religious activities. Users are also prohibited from engaging in any non-governmental-related fund raising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes. EBIA is not responsible for this or any other commercial activity users engage in.

E-MAIL POLICY

Email resources are available to all EBIA users. Every individual assigned a EBIA email address will have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. The following actions are prohibited:

Email Acceptable Use Guidelines

“Acceptable” e-mail activities are those that conform to the purpose, goals, and mission of EBIA and to each user's job duties and responsibilities. Users shall have no right to privacy while using EBIA internet or e-mail system. E-mail may not be used for personal purposes during working hours, except that users may engage in minimal e-mail activities for personal purposes, such as family correspondence, if the use does not diminish the employee's productivity, work product, or ability to perform services for EBIA.

“Unacceptable” use is defined generally as activities using EBIA hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of EBIA and to each user's job duties and responsibilities. The following list, although not inclusive, provides some examples of unacceptable uses:

- 1) Opening unknown e-mail attachments or introducing computer worms or viruses. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources (degradation of system/network performance).
- 2) Using e-mail services for private commercial or business transactions and any activity meant to foster personal gain.
- 3) Conducting non-EBIA fund raising or public relations activities such as solicitation for religious and political causes or not-for-profit activities.
- 4) Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
- 5) Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
- 6) Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations.

REMINDER: *EBIA reserves the right to examine any/all e-mail or Internet correspondence for security and/or network management purposes.*

Violation of this e-mail policy may result in disciplinary action.

DEVICE USE

The device resources of EBIA are available to authorized students and parents for educational, research, and administrative purposes. In order to maintain this policy, it is essential that the users themselves observe reasonable standards of behavior regarding the use of the devices.

Prohibited Actions

The following actions are prohibited:

- Any attempt to modify or damage device equipment
- Any attempt to modify or damage device, network, or software
- Any attempt to modify the original system configurations
- Improper use of the device equipment
- Installation of non-academic games on EBIA systems
- Recreational game playing
- Unauthorized use of an EBIA account belonging to another user
- Unauthorized reading, use of, or deletion of private files or email belonging to another user
- Sharing username and passwords with other users or any other person
- Any attempt to circumvent (hacking/bypass) system protection and security features
- Knowingly using any system to produce system failure or degrade performance
- Engaging in unauthorized duplication, alteration or destruction of data, programs or software
- Transmitting or disclosing data, programs or software belonging to others or duplicating copyrighted materials
- Use of device resources for private purposes, including, but not limited to, the use of device resources for profit making or illegal purposes

EBIA reserves the right to investigate any of the above abuses, as well as any other interference with the proper functioning of the EBIA network or infringements upon another user's rights. Any violation will result in disciplinary action.

Devices Stay on Premises

Chromebooks are for use on School premises only. Students are issued a charging station for chromebook storage and are expected to manage battery use and charging throughout the day.

Chromebooks must be checked into the assigned charging station each evening and are not allowed to leave the premises.

An audit of the chromebook room will occur as part of the closing procedures each school day. If a student's chromebook is not checked into the charging station, they will receive a warning. Should check-in be missed a second time, a note will be sent home. Should chromebook check-in be missed 3 times, the student's chromebook will become part of the classroom loaner pool and the student will lose use of a personally assigned chromebook for the remainder of the semester.

Broken Chromebooks

Each student is responsible for the proper use and care of the Chromebook assigned to them and for supporting the school community in the same. Regardless of how the damage is caused, each student is responsible for completing community service when their Chromebook has broken.

For the time and expense to repair a chromebook, the student will be expected to complete community service for 45 minutes on 4 days. Work is scheduled with our office manager, and can occur in the morning before school starting no later than 8am or after school starting at 3:45pm.

Each classroom has a small number of loaner chromebooks available for student use while chromebook repairs and community services are happening.

Once service is complete the chromebook will be re-issued to the student.

CYBERBULLYING

Bullying through the use of technology or any electronic communication, including, but not limited to, a transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant is prohibited. California anti-bullying laws is enforced by the following: California Education Code 32261-32262, 32265, 32270, 35294.2, and 48900

These actions are prohibited:

- Flaming
- Denigration also known as "dissing"
- Bash boards
- Impersonation
- Outing
- Trickery
- Exclusion
- Harassment
- Happy slapping
- Text wars or attacks
- Negative Online polls
- Sending malicious codes
- Griefing

Users should always use net etiquette (network etiquette) when posting or replying on the internet. Always be kind, have common courtesy, and be considerate to others. Displaying online social behaviors that model good cyber citizenship is emphasized and encouraged.



EAST BAY INNOVATION ACADEMY (EBIA)
TEAM MEMBER HANDBOOK
August 2015

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WELCOME

Welcome to East Bay Innovation Academy! As team member at EBIA, you are an integral part of helping us achieve our mission. Your dedication to our students, pride in your work and commitment to EBIA is essential to our success.

This Handbook contains information about EBIA's employment policies and practices. We have designed our employment policies and practices not only to comply with federal and state employment laws, but also to attract, develop, retain, and reward talented educators, administrators, support staff, and leaders. Our policies and practices also reflect EBIA's core beliefs:

- We believe in **POSSIBILITY and PERSEVERANCE**: all children can and will achieve at the highest levels and be prepared for success in college and career, regardless of background or circumstance, when held to high academic and behavioral expectations. We value courage, initiative, and tenacity.
- We believe in **CREATIVITY and CURIOSITY**: we aim to develop students who pursue inquiry collaboratively with critical and creative minds. We value exploration, perspective, and determination.
- We believe in **COMMUNITY**: Parents, teachers, school leaders, and board members assume collective and individual responsibility for all students' success. We value relationships, kindness, integrity, and respect.
- We believe in the **GREATER GOOD**: Our school will open students' minds to an enlightened sense of social justice and civic responsibility. Our students will give back to the community and work to make the world a better place. We value holistic thinking that can improve our school, our community, and our world.
- We believe in **DIVERSITY**: In order to prepare students for a global society and workforce, they need to learn to work with and appreciate the contributions of those that are different from them, in all aspects of life.

This Handbook supersedes all previously issued Handbooks. We expect each team member to read this Handbook carefully, as it is a valuable reference for understanding your job and EBIA. However, please be aware that not all of EBIA policies and procedures are set forth in this Handbook. We have summarized only some of the more important ones. EBIA reserves the

right to revise, delete and add to the provisions of this Handbook. No oral statements or representations can change the provisions of this Handbook. If you have any questions or concerns about this Handbook or any other policy or procedure, please ask your site Executive Director, Supervisor, or the Office Manager.

After reading this Handbook, all team members must sign the acknowledgment form at the back of this Handbook and return it to your supervisor. This will provide EBIA with a record that each team member has received and read the Handbook.

Again, welcome to East Bay Innovation Academy!

EMPLOYMENT POLICIES

EBIA's employment policies (and practices) comply with all Federal and state law requirements. In this section of this Handbook, you will find detailed explanations of these important requirements and how EBIA complies with them. Strict compliance with these policies is expected and required from all EBIA team members.

AT-WILL EMPLOYMENT

All employment at EBIA is "at-will." This means that both team members and EBIA have the right to terminate employment at any time, with or without advance notice (although we request and try to give two weeks notice), and with or without cause. Nothing in this Handbook shall limit the right to terminate at-will employment. No one other than the Executive Director and Chair of the Board of Directors of EBIA, collectively, have the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by both Executive Director and Chair of the Board of Directors of EBIA. Given the entrepreneurial nature of the organization, EBIA maintains a highly flexible culture, and so a team member's position and/or position description may be changed at any given time by his or her Supervisor. Nothing in this booklet is intended to change this policy.

EQUAL EMPLOYMENT OPPORTUNITY

EBIA is an equal opportunity employer and makes employment decisions based on merit. EBIA policy prohibits unlawful discrimination on the basis of race, ethnic group, color, sex (including pregnancy, childbirth, or related medical conditions), national origin, registered domestic partner status, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, age, or the appearance of any of these characteristics, and any other basis protected by federal, state, or local law. When necessary, EBIA also makes reasonable accommodations for disabled team members, unless undue hardship would result.

EBIA promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices. It is the responsibility of every team member to conscientiously follow this policy.

ANTI-HARASSMENT POLICY

EBIA is committed to providing a work environment free of unlawful harassment. In accordance with applicable law, EBIA policy prohibits sexual harassment and harassment because of race, ethnic group, color, sex (including pregnancy, childbirth, or related medical conditions), national origin, registered domestic partner status, ancestry, religion, creed, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, age, or the appearance of any of these conditions, and any other basis protected by federal, state, or local law. All such harassment is unlawful and will not be tolerated. This policy applies to all person involved in the operation of EBIA, including but not limited to, Supervisors, managers, other team members, students, students' family members, and vendors.

SEXUAL HARASSMENT DEFINED

Applicable state and federal law define sexual harassment as unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to the conduct is made a term or condition of employment; or (2) submission to or rejection of the conduct is used as basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of unreasonably interfering with the team member's work performance or creating an intimidating, hostile, or offensive working environment. This definition includes many forms of offensive behavior. The following is a non-exhaustive partial list:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about any team member's body or dress;
- Verbal sexual advances or propositions;

- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, or suggestive or obscene letters, notes, or invitations;
- Physical conduct such as touching, assault, or impeding or blocking movements; and
- Retaliation for reporting harassment or threatening to report harassment.

It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment on the job is unlawful whether it involves coworker harassment, harassment by a manager or Supervisor, or harassment by persons doing business with or for EBIA.

OTHER TYPES OF HARASSMENT

Prohibited harassment on the basis of race, ethnic group, color, national origin, registered domestic partner status, ancestry, religion, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, age, or any other protected basis, includes behavior similar to sexual harassment, such as:

- Verbal conduct such as threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement; and
- Retaliation for reporting harassment or threatening to report harassment.

HARASSMENT COMPLAINT PROCEDURE

EBIA's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the team member has not lost a job or some economic benefit.

Any EBIA team member who believes that s/he has been harassed on the job, or becomes aware of the harassment of others, is encouraged to inform the offender that this behavior is unwelcome. A written or verbal complaint to the Supervisor, manager, the Operations

Manager, or any other member of management should also be made as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.)

All complaints of harassment that are reported will be investigated. EBIA will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the reported harassment will be made and communicated to the team member who complained and to the accused harasser(s).

If EBIA determines that prohibited harassment or other conduct that violates an EBIA policy has occurred, the organization will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of prohibited conduct is substantiated, appropriate disciplinary action, up to and including immediate termination, will be taken. Applicable law prohibits retaliation against any team member who complains of prohibited harassment or who participates in an investigation.

EBIA encourages that all team members report any incidents of harassment immediately so that complaints can be quickly and fairly resolved. Please be aware that the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of prohibited harassment in employment. Any employee who believes that s/he has been harassed or retaliated against for resisting and/or reporting may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

LIABILITY FOR POLICY VIOLATIONS

Any team member of EBIA, who is found to have engaged in conduct that violates this policy is subject to disciplinary action, up to and including immediate termination of employment. Any team member who engages in prohibited harassment may be held personally liable for monetary damages. EBIA does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, EBIA reserves the right not to provide a defense or pay damages assessed against team members for conduct in violation of this policy.

EMPLOYEE-STUDENT INTERACTIONS

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, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for 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 or connecting through any social media channel if the content is not age appropriate and/or about school activities.

ACCEPTABLE AND RECOMMENDED BEHAVIORS

- Obtaining parent's written consent for any after-school activity on or off campus (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.
- Asking for advice from senior-staff or administration if you find yourself in a difficult situation related to "boundaries."

- Involving your direct supervisor about situations that have the potential to become more severe.
- Making detailed notes about an incident that 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 if you will be alone with any student who may have severe social or emotional challenges (and you are not the assigned case educator).
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them in questionable areas; appropriate pats on the back, high-fives, and handshakes are appropriate.
- Keeping your professional conduct a high priority 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, parent, or student becomes aware of a staff member having crossed the boundaries specified in this policy, he or she must report the suspicion to the Executive Director promptly. 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 Executive Director will promptly investigate and document the investigation of any allegation of sexual misconduct, using such support staff or outside assistance, as he or she 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. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the Executive Director shall report to the Governing

Board any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

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.

California Penal Code Section 11166 requires any teacher or 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 36 hours of receiving the information concerning the incident.

CUSTOMER & PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "customers") 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. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your 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. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the School.

- Falsification of employment records, employment information, or other School records.
- 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.
- Carrying firearms or any other dangerous weapons on School premises at any time.
- Consuming, possessing, or being under the influence of alcohol and/or drugs during working hours or at any time on School property or job sites.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
- Unreported absence on scheduled workdays.
- 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.
- Engaging in criminal conduct whether or not related to job performance.
- 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.
- 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.)
- 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.
- Making or accepting personal telephone calls during working hours except in emergencies.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing dress that includes explicit or derogatory graphic or text images.

- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or 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.
- Working overtime without authorization or refusing to work assigned overtime.

DISABILITIES - REASONABLE ACCOMMODATION

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, EBIA will attempt to reasonably accommodate those individuals unless doing so would create undue hardship on EBIA. To ensure that EBIA understands the person's particular needs, any person who requires a reasonable accommodation in order to perform the essential functions of the job should contact the Operations Manager and request such an accommodation.

EBIA is committed to engaging in a timely, good faith interactive process with any qualified person with a disability who requests an accommodation in order to ascertain whether an effective, reasonable accommodation exists. The request should specify what accommodation the individual believes is needed to perform the job. EBIA then will conduct an investigation to identify the barriers that make it difficult for the individual to have an equal opportunity to perform his or her job. EBIA, in consultation with the individual, will identify possible accommodations that will help eliminate the limitation.

WORKERS' COMPENSATION

Workers' Compensation is designed to ensure that employees who are injured, become ill or disabled on the job are provided with needed medical benefits and wage-loss protection. A team member who sustains a work-related injury should immediately notify his/her Supervisor. Should the injury require the attention of a doctor, the Executive Director or Operations Manager can provide the number of the Workers' Compensation Carrier's Physician Network Referral Unit. For reporting regulations, team members who have an on-the-job injury are required to see one of EBIA's approved worker's compensation doctors, unless the employee has pre-designated his/own physician. The School Office has a listing of clinics in the local area which are approved to treat employees reporting a work-related injury. In the case of an emergency, team members should go to the nearest hospital emergency room for treatment and then utilize the Network Referral Unit if additional treatment is necessary.

CONFLICTS OF INTEREST

Team members are expected to devote their best efforts and attention to the full-time performance of their jobs. Moreover, team members are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between their personal interests and the interests of EBIA. A conflict of interest exists when the team member's loyalties or actions are divided between EBIA's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided. Any exceptions to this guideline must be approved in writing by the Executive Director and Chair of the Board of Directors. Part-time team members may engage in outside employment, provided that they disclose such employment and get written approval from their immediate Supervisor. Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline, up to and including termination of employment.

PERSONNEL RECORDS

The information in the team member's personnel file is maintained as both a convenient resource for the collection of a team member's information and to comply with various regulations. A team member's personnel file is always confidential, unless otherwise required by law, and must be kept up-to-date. The team member must inform the Operations Manager immediately whenever there are changes in personal data (such as address, telephone number, number of dependents, and person(s) to notify in case of emergency) by filling out a Personnel Action Form (PAF) and submitting it to the Operations Manager.

A team member or former team member (or designee) has the right to inspect or receive a copy of his or her personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Operations Manager. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

Personnel files are the property of EBIA and may not be removed from EBIA's premises without written authorization from the Executive Director.

EMPLOYMENT OF RELATIVES

Relatives of team members may be eligible for employment with EBIA only if the individuals involved are qualified, do not work in a direct Supervisory relationship, and are not in job positions in which a conflict of interest could arise. Relatives of team members are subject to the same procedures and requirements as any other job applicant, no more and no less. Team members may not interview any relative seeking to join the EBIA team nor may that team member influence the decision to hire or not hire any relative who is a job applicant. EBIA defined "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present team members who marry or who become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct Supervisory relationship with one another or in job positions involving a conflict of interest.

PROPERTY, INCLUDING PROPRIETARY AND CONFIDENTIAL INFORMATION

Given the nature of EBIA's business, protecting proprietary and confidential information is of vital concern to EBIA. EBIA property includes not only tangible property, like desks and laptops, but also intangible property such as information, including student records and student grades. This information is one of the most important assets of EBIA. All team members share responsibility to ensure that proper security is maintained at all times.

PROPRIETARY INFORMATION

Proprietary information includes all information relating in any manner to the business of EBIA and its schools, students, parents, consultants, customers, clients, and business associates obtained by EBIA team members during the course of their work. This Handbook, for example, contains proprietary information. Occasionally, in the service of EBIA's mission, EBIA may choose to share otherwise proprietary information (e.g. best practices) with outside parties. Such documents will be prepared specifically for publication and dissemination, with the express approval of the Executive Director and/or the Board of Directors. If an individual team member receives a request from an outside party for either paper or electronic copies of EBIA documents, that individual should direct the request to the Operations Manager or their Supervisor before disseminating documents.

CONFIDENTIAL INFORMATION

Confidential information is any EBIA information that is not known generally to the public or the industry. Student lists, student cumulative files, student health files, student Individual Education Plans, personnel files, computer records, financial and marketing data, process descriptions, research plans, formulas, and trade secrets are examples of confidential information. In addition, in the case student information, federal law provides that information may not be disseminated except under certain limited conditions. (Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g, 34 CFR Part 99). Personal information, including salary, history of employment or reasons for departure, is also confidential and may not be discussed with anyone other than one's Supervisor or the Executive Director. Team members will be subject to appropriate disciplinary action, up to and including termination for knowingly or unknowingly revealing information of a confidential nature.

SECURITY

To avoid loss of EBIA property, EBIA has safety plans, which specifically set out rules and procedures for maintaining control of entrances, exits, restricted areas, and other related security issues. Team members are expected to abide by these regulations. A copy of the school safety plan can be found in the administrative office.

All team members must observe good security practices. Team members are expected to take reasonable precautions to keep proprietary and confidential information secure from all persons who do not have legitimate reason to see or use such information. Failure to adhere to EBIA policies regarding proprietary and confidential information will be considered grounds for discipline, up to and including dismissal.

OBLIGATIONS ON TERMINATION

On termination of employment, whether voluntary or involuntary, all EBIA documents, computer records, and other tangible EBIA property in the team member's possession or control must be returned to EBIA. This includes but not limited to EBIA-issued laptops. In addition, any and all school supplies purchased with EBIA funds (including private grants, federal and state funding designated for the use of the organization, the school, and/or its students) are EBIA property and must be returned to EBIA. These items may include, but are not limited to, the following: computer equipment, software, professional books and binders received during training, dictionaries and other reference materials, bulletin boards, textbooks, leveled books, classroom books, library books, posters, consumable workbooks, office supplies, etc. This is true regardless of purchase method; that is, furniture, equipment and supplies are

EBIA property regardless of whether they were purchased directly using a purchase order or credit card, or purchased by the team member but later reimbursed by EBIA through its expense reimbursement process.

TECHNOLOGY USE AND PRIVACY

EBIA provides various Technology Resources to authorized team members to assist them in performing their job duties for EBIA. Each team member has a responsibility to use EBIA's Technology Resources in a manner that increases productivity, enhances EBIA's public image, and is respectful of other team members. Failure to follow EBIA's policies regarding its Technology Resources may lead to disciplinary measures, up to and including termination of employment.

Technology Resources consist of all electronic devices, software, and means of electronic communication including, but not limited to, the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cellular phones; pagers; and voicemail systems.

Access to EBIA's Technology Resources is within the sole discretion of EBIA. Generally, team members are given access to EBIA's various technologies based on their job functions. Only team members whose job performance will benefit from the use of EBIA's Technology Resources will be given access to the necessary technology. Additionally, team members may be required to successfully complete EBIA-approved training before being given access to EBIA's Technology Resources.

EBIA's Technology Resources are to be used by team members only for the purpose of conducting EBIA business. Team members may, however, use EBIA's Technology Resources for the following incidental personal uses so long as such use does not interfere with the team member's duties, is not done for pecuniary gain, does not conflict with EBIA's business, and does not violate any EBIA policy: (1) To send and receive necessary and occasional personal communications; (2) To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) To use the telephone system and cell phones for brief and necessary personal calls; and (4) To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that team members adhere to all other usage policies.

EBIA assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on EBIA's Technology Resources. EBIA accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any EBIA property. EBIA strongly discourages team members from storing any personal data on any of EBIA's Technology Resources.

EBIA is aware that team members use electronic mail for correspondence that may be less formal than written memoranda. Team members must take care, however, not to let informality degenerate into improper use. As set forth more fully in the Harassment section of this Handbook, EBIA does not tolerate discrimination or harassment based on race, ethnic group, color, sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, religion, creed, physical or mental disability, marital status, registered domestic partner status, medical condition, sexual orientation, veteran status, age, and any other basis protected by federal, state, or local law. Under no circumstances may team members use EBIA's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually-explicit or racial messages, jokes, cartoons).

Team members also must not use EBIA's Technology Resources to copy, retrieve, forward or send copyrighted materials unless the team member has the author's permission or is accessing a single copy only for the team member's reference. In addition, team members may not use any of EBIA's Technology Resources for any illegal purpose, violation of any EBIA policy, in a manner contrary to the best interests of EBIA, in any way that discloses confidential or proprietary information of EBIA or third parties, or for personal or pecuniary gain.

Any team member using EBIA Technology resources to view or download indecent or inappropriate material will be ground for disciplinary action.

PRIVACY

All messages sent and received, including personal messages, and all data and information stored on EBIA's electronic-mail system, voicemail system, or computer systems are EBIA property regardless of the content. As such, EBIA reserves the right to access all of its Technology Resources including its computers, voicemail, and electronic-mail systems, at any time, in its sole discretion.

On occasion, EBIA may need to access its Technology Resources including computer files, electronic-mail messages, and voicemail messages. Team members should understand,

therefore, that they have no right of privacy with respect to any messages or information created or maintained on EBIA's Technology Resources, including personal information or messages. EBIA may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. EBIA may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate allegations of misconduct, to locate information, or for any other business purpose.

Certain of EBIA's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any team member of EBIA. Thus, even though team members may maintain passwords for accessing Technology Resources, team members must not expect that any information maintained on Technology Resources, including electronic-mail and voicemail messages, are private. Team members are expected to maintain their passwords as confidential. Team members must not share passwords and must not access coworkers' systems without express authorization.

EBIA PROPERTY AND INFORMATION

All software in use on EBIA's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No team member may load any software on EBIA's computers, by any means of transmission, unless authorized in writing in advance by the IT Department. Authorization for loading software onto EBIA's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

EBIA is very sensitive to the issue of protection of confidential and proprietary information of both EBIA and third parties ("Confidential Information"). Therefore, team members are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on EBIA's Technology Resources. Confidential Information should not be accessed through EBIA's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise the executive director or return it promptly by mail."

Before transferring or copying any software from an EBIA Technology Resource to another computer, team members must request permission and receive written authorization from the IT Administrator.

EBIA has installed a variety of programs and devices to ensure the safety and security of EBIA's Technology Resources. Any team member found tampering or disabling any of EBIA's security devices will be subject to discipline up to and including termination.

EBIA may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on EBIA's Technology Resources may be conducted without warning at any time.

WHISTLEBLOWER POLICY

EBIA is committed to maintaining a workplace where team members 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 EBIA policy, specifically the policies contained in EBIA Team Member Handbook.

A team member who wishes to report a suspected violation of law or EBIA policy may do so confidentially by contacting the Board of Directors.

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

Any team member 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: Executive Director and Operations Manager. Any supervisor, manager, or Human Resources staff that receives complaints of retaliation must immediately inform Executive Director and the Operations Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Executive Director and a member of EBIA management will conduct or

designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings directly.

EMPLOYMENT CONDITIONS

IMMIGRATION LAW COMPLIANCE

EBIA employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new team member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former team member who are rehired must also completed the form if they have not completed an I-9 with EBIA within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, transcripts, and test scores each fall prior to your first day of actual work. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal 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 you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, EBIA is required to remove you from the work schedule until you meet the requirements or renew your credential.

TUBERCULOSIS TEST

Before the first day of employment, all new team members must have had a tuberculosis test as described in Education Code 49406 within the past 60 days. Employees transferring from other public or private schools within the **State of California** must either provide proof of an examination within the previous 60 days or a certification showing that he or she was examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the team member's responsibility to remain in compliance and ensure the school has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant.

CRIMINAL BACKGROUND CHECKS

As a condition of employment, EBIA requires all applicants for employment to submit two sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and Federal Bureau of Investigation. EBIA will not employ a person who has been convicted of a violent or serious felony or a person who would be prohibited from employment by a public school district because of his or her conviction for any crime, unless an applicable exception applies. EBIA will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. EBIA shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

All fingerprint and background information must be completed and in the possession of EBIA before the first day of employment. Failure to complete this process will delay the team member's ability to begin work.

SUBSEQUENT ARREST NOTIFICATION SERVICE

All team members are subject to "Subsequent Arrest Notification Service" by the DOJ once they have been fingerprinted for EBIA. Any time a team member is arrested after his or her initial background clearance for the school, the DOJ will notify the school Human Resources contact and send the school the new CORI information. The Operations Manager will evaluate the new information and determine whether it justifies suspension or termination of the individual's employment. At the discretion of the Executive Director, he or she can seek counsel from the Board of Directors and/or legal counsel, in closed session, in determining suitability for continued employment. After the evaluation has taken place and a decision has been made regarding the individual's suitability to continue employment, the CORI records received from the DOJ will be destroyed. Applicants will receive confidential notification of their suspension or termination. Those individuals who are suspended or terminated can make a one-time appeal to the Executive Director for reconsideration if he or she feels there has been an error in the review of their record. The decision of the Executive Director is final.

CHILD ABUSE AND NEGLECT REPORTING ACT

Since our team members work directly with children, they are in a position to detect instances of child abuse and neglect. It is EBIA's policy that all employees shall comply with the California State law regarding child abuse reporting procedures. Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

"Any child care custodian, health practitioner, or employee of a child protective agency 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 shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident."

While each team member has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the team member is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should request class coverage from the Main Office immediately and make reports to the administrators.

It is extremely important that EBIA team members comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA. In addition, any other person who voluntarily reports a known or suspected incident of child abuse or neglect will not incur civil or criminal liability unless it is proven that the report was false and the person knew the report was false or made the report with reckless disregard of its truth or falsity.

The Operations Manager is available to answer any questions team members may have about their responsibilities under CANRA, or to assist a team member in making a report under CANRA. If a team member makes a report pursuant to CANRA without EBIA's assistance, he or she is required to notify EBIA of the report if it is based on incidents he or she observed or became aware of during the course and scope of his or her employment with EBIA.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school for students. EBIA will provide First Aid

and CPR training for teachers, assistants and staff. Any team member required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Operations Manager.

TEAM MEMBER VOICE AND INTERNAL COMMUNICATIONS

EBIA encourages open, honest and direct communication. Candid and frequent communication is the best way to ensure we serve all our constituents – including students, parents, community members and teammates – in the best way possible. EBIA has developed a number of ways to keep the lines of communication open.

OPEN DOOR POLICY

EBIA has an Open Door Policy that encourages team member participation in decisions affecting them and their daily professional responsibilities.

Teammates are encouraged to discuss their job-related concerns or complaints with the Executive Director. Concerns can be raised in person, via mail, email, or telephone. EBIA believes that teammate concerns are best addressed through this type of informal and open communication. EBIA will also attempt to keep all such expressions of concern, the results of its investigation, and the terms of the resolution confidential to the extent possible and reasonable. In the course of investigating and resolving the matter, however, some dissemination of information to others may be appropriate. No team member will be disciplined or otherwise penalized for raising a good-faith concern.

STAKEHOLDER SATISFACTION SURVEYS

EBIA will use an independent external company to administer Satisfaction surveys of teammates, parents, and students. These anonymous surveys provide an opportunity for constituents to inform the organization about what works well and what could be improved. The Teammate Satisfaction survey gives EBIA team members the opportunity to evaluate the school environment as well as rate their school Executive Director. The results of this survey are factored into annual performance reviews and compensation decisions. Similarly, parents and students receive the opportunity to grade their Executive Director and teachers.

OTHER SURVEYS

Teammates may occasionally be asked for input on other topics during the course of the year through other surveys, focus groups or interviews. The results of these surveys are used to guide management decisions, and sometimes provide additional information related to concerns raised during the annual survey.

SUGGESTION BOX

EBIA has a Suggestion Box located in the lobby, which any constituent (student, parent, community member, or teammate) can use to make comments or recommendations to the Executive Director.

PERFORMANCE MANAGEMENT

EBIA is committed to being a world-class educational institution, which means achieving high levels of student academic performance through the work of effective educators. As a result, EBIA's practices related to performance management are a combination and balance of accountability and support. EBIA believes that all teammates should be held accountable for objectives and outcomes that they can influence – including, for educators and school Executive Directors, growth in student achievement. At the same time, EBIA has a responsibility to provide extensive support to help individuals meet their objectives and enhance their own professional efficacy – by building capacity, offering guidance, and providing resources. EBIA's teammates are expected to actively participate in continuous improvement by being open to feedback and by using the resources and tools that EBIA provides, thereby modeling the learning process. EBIA's collaborative (rather than punitive) environment is ideal for striking this blend and balance of accountability and support.

PROFESSIONAL DEVELOPMENT

EBIA is committed to the professional development of all of its team members. For educators, EBIA provides training before the start of the school year, on-site coaching and modeling throughout the school year by the school Executive Director and access to external workshops to cultivate teaching skills. EBIA may cover the cost of this professional development. Team members should talk with the Executive Director about additional development opportunities and specific career paths.

PERFORMANCE REVIEW

EBIA provides a culture in which communication is encouraged. In a similar fashion, performance expectations and reviews are part of an ongoing, year-round process in which a team member will discuss these issues with his or her Supervisor. Such performance reviews may be formal or informal, and verbal or written. Examples of such ongoing review can include walkthroughs at the school, peer review, lesson observations and/or ongoing 360 degree feedback.

In addition, EBIA conducts periodic performance reviews for team members. Team members generally receive written performance evaluations at least once every year. As part of the process are also asked to provide self-evaluations. Performance ratings include feedback obtained through surveys of the community regarding both school and individual employee performance.

The purpose of the review is to support the team member to become a stronger member of the team. Specifically, the review will evaluate the team member's current level of performance, to examine the progress made since the last review, and to establish goals for the team member's next review. Further, the review helps ensure that both the team member and his/her Supervisor understand their respective roles in helping the team member achieving his or her career goals. During their performance reviews, team members are encouraged to discuss any issues raised, as well as any opportunities for advancement or career development within EBIA. A performance-based pay raise may occur within the annual appraisal process.

Teaching staff is evaluated using a professional development rubric. A copy can be found in [<here>](#).

CORRECTIVE REVIEW/DISCIPLINARY ACTION

In light of EBIA's balanced approach of both accountability and support, under normal circumstances, Supervisors first informally coach and support team members to help increase performance before instituting any formal Corrective Review or disciplinary action. This increases an individual's likelihood of success in his or her position. In other words, a team member with a performance or behavior issue is typically given a warning so that he or she has an opportunity to correct the problem. If further coaching is necessary, a Supervisor may elect to develop a written plan in order to help the team member correct the behavior. Should a Supervisor's coaching be unsuccessful, a formal written warning of disciplinary action may be necessary. None of the foregoing limits, or is to be construed to limit, EBIA's "at-will" employment policy in any way whatsoever.

Team members may be disciplined for poor job performance and/or misconduct, including but not limited to the following:

- Unsatisfactory work quality or quantity
- Sleeping on the job or leaving the job without authorization
- Insubordination
- Excessive absenteeism, tardiness, abuse of break/lunch privileges, or failure to notify Supervisor in advance of anticipated tardiness or absence
- Dishonesty
- Disparaging, intentionally insensitive or hurtful behavior towards others.
- Failure to follow instructions or EBIA's policies and procedures
- Disclosing or using confidential or proprietary information without authorization
- Falsifying or altering EBIA records, including the application for employment
- Harassing, including sexually harassing, team members or students
- Possessing a firearm or other dangerous weapon on EBIA property or while conducting EBIA business or any other criminal act.

In addition, corrective review or disciplinary action may be taken if the team member is unsuccessful in meeting their deliverables or other performance expectations. These deliverables and expectations are set by the Supervisor of the team member, and for educators will include increasing student performance.

Though discharge or demotion for poor performance or attendance ordinarily will be preceded by an oral warning and a written warning, EBIA reserves the right to proceed directly to a written warning, or demotion, or termination, without resort to prior disciplinary steps, when EBIA deems such action appropriate or necessary.

A team member may be placed on investigatory leave without prior written warning or approval, usually for a period not to exceed fifteen calendar days, in order to review or investigate actions, including but not limited to, insubordination, acts endangering others, or other allegations or serious misconduct.

UPWARD FEEDBACK

EBIA is committed to providing voice to all of its team members. In support of this principle, EBIA provides all team members an opportunity to engage in 360 degree feedback, in which the team member has an opportunity to reflect upon and inform management regarding the performance of his/her Supervisor.

COMPENSATION

The compensation and evaluation system used at East Bay Innovation Academy differs from that used in traditional K-12 public school systems. It is designed to: give the Executive Director the flexibility needed to attract teammates whose skills match the unique needs of the school, reward individuals who get results, and ensure EBIA's compensation levels are competitive with the marketplace.

BASE SALARIES

Base salaries are set according to the Executive Director depending on:

- market rates (a range, based on an annual analysis of local district salary schedules and similar positions in other comparable organizations)
- an individual's experience and relevant expertise (e.g.: for a teacher, this may include fluency in multiple languages, experience with English language learners or Special Education, or relevant industry experience).

Individuals who may seem to have the same amount of experience on the surface may receive different base salaries because of their differing backgrounds and skills.

The Base Salary covers work done as part of an individual's job responsibilities during the regular work calendars for his/her position. Job description, work calendar and work schedules may be modified from time to time, and should be discussed with the Executive Director prior to the beginning of each school year to ensure that expectations are clear.

BASE SALARY INCREASES

Pay increases are determined according to school and individual performance as defined in EBIA's annual performance goals as set by the Executive Director and approved by the EBIA Board of Directors.

EXEMPT VS NON-EXEMPT CLASSIFICATION OF TEAM MEMBERS

All team members are classified as either exempt or nonexempt, according to job duties as determined by the provisions of the federal Fair Labor Standards Act. Non-exempt employees are covered by the overtime provisions of the federal Fair Labor Standards Act and by California wage and hour laws and are required to fill out timesheets accounting for all time worked in a pay period. Non-exempt employees are entitled to an overtime premium in accordance with state and federal law (see Overtime below). Exempt employees are salaried employees whose job duties exempt them from the overtime provisions of the Fair Labor Standards Act and the California wage and hour laws. Exempt employees are paid a fixed salary determined by the duties to be performed rather than the number of hours worked. All site Executive Directors and educators are exempt employees. Job classifications are noted on each position description that is provided with each team member's new hire paperwork. Any team member who needs a copy of his/her position description, or wishes to inquire about his/her classification should contact the Operations Manager.

FULL-TIME VS PART-TIME CLASSIFICATION OF TEAM MEMBERS

Full-time employees are those who work at least 30 hours per week. Part-time employees are those who are scheduled to work less than 30 hours per week. Temporary employees can be either full-time or part-time, but work for a period of 90 consecutive days or less. Temporary employees and most part-time employees are not eligible for medical, dental, vision, short- and long-term disability, or life insurance benefits.

OVERTIME

Hourly, non-exempt team members will be paid overtime for working in excess of 8 hours per day and in excess of 40 hours per week. The Executive Director/Supervisor must approve all overtime in advance and sign all time sheets to indicate agreement.

JOB DUTIES

Each team member will learn the various duties and responsibilities of his or her job during training or from his/her Supervisor as part of orientation. Each team member should also be

provided with a copy of the written job description for his/her individual position. In order to adjust to changes, EBIA reserves the right to modify job descriptions, add to or remove certain duties and responsibilities, or reassign a team member to an alternate job position.

PAY PROCEDURES

EBIA team members are paid on a semi-monthly basis. Salaried team members are paid on the 15th day and the last working day of the month, with each paycheck including earnings for all work performed through the date of the payroll check. Hourly team members are similarly paid on the 15th day and the last working day of each month, with the payroll check on the 15th day of the month covering the period of time from the 25th day of the previous month to the 8th day of the month in which the payday falls, and with the payroll check on the last working day of the month covering the period of time from the 9th day to the 24th day of the month in which the payday falls. If a scheduled payday falls on a Saturday, Sunday or company-observed holiday, team members will be paid on the day preceding the weekend or holiday. Team members are paid for all work performed for EBIA (less withholding taxes and authorized deductions), whether or not the work is performed on premises.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Nonexempt employees must accurately complete time records within the School's timekeeping system. Each time record must show the exact time work began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. You cannot record time and/or submit a time record for another team member. Each team member must sign and submit his or her own time record. Team members must record all time actually worked; working off the clock is prohibited.

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 Operations Manager with any questions concerning their pay so that inadvertent errors can be corrected.

MEAL PERIODS (NON-EXEMPT EMPLOYEES)

Nonexempt employees scheduled to work more than five hours in a day are given a 30-minute duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. The team member may waive this meal period if his/her workday will be

completed within a total of six hours or less. To waive a meal period, the team member must receive prior written approval from the supervisor and complete a “Meal Period Waiver” form.

If a team member’s day exceeds ten hours of work time, the team member is entitled to an additional 30-minute duty-free meal break. The team member only may waive this second meal period if he/she has taken the required first meal break of at least 30 minutes and his/her workday will not exceed 12 hours. To waive the second meal period, the team member must receive prior written approval from the supervisor and complete a “Second Meal Period Waiver” form.

Nonexempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed meal period on the day’s time record and to the team member’s supervisor immediately. The meal period must be accurately recorded on the team member’s time sheet. Meal periods are unpaid time and team members are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday.

REST PERIODS (NON-EXEMPT EMPLOYEES)

Nonexempt employees are authorized and permitted to take a 10-minute rest period for each four (4) hours of work or major portion thereof. Your supervisor may schedule your rest periods. Do not leave the premises during your rest period and do not take more than 10 minutes for each rest period. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Team members desiring to express breast milk for the employee's infant child will be provided a reasonable amount of break time and a secluded area so that this may be done in private. This break time shall coincide with the team member's regularly scheduled break time to the extent possible. If a lactation break is taken outside of or extends beyond a paid break, a non-exempt employee must record the time on her timesheet as an unpaid break period.

Nonexempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the team member's supervisor immediately. Team members are encouraged to report any concerns regarding meal or rest periods to the Operations Manager.

PAYROLL WITHHOLDINGS

EBIA 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 team member's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, EBIA 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 team members, may include retirement plans, team member portion of insurance premiums, or any other benefit made available to team members.

EBIA prohibits improper deductions from the pay of any team member. If a team member believes an error has been made in his or her pay or deductions EBIA will work in good faith to resolve errors as soon as possible. The team member should notify the Operations Manager of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the team member's paycheck is explained on the check voucher/paystub. If the team member does not understand the deduction, then he or she should ask the Human Resources contact to explain it. The team member 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 W-4 form and submitting it to the Human Resources contact.

BENEFITS

The benefits information in this handbook is only a summary of your benefit plans. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official Plan documents. If there is any conflict or difference between the information in this Handbook and the Plan documents, the Plan documents will govern. EBIA reserves the right to change or end these benefits at any time and for any reason, consistent with all laws. If you would like additional information on any of the benefits offered, please contact the Operations Manager.

OVERVIEW OF BENEFITS

EBIA provides a benefits package to its regular, full-time team members who are regularly scheduled to work at least 30 hours per week. The benefits package includes medical, dental and vision insurance. It also includes life, short- and long-term disability insurance.

EBIA believes that providing for a team member's future is important. All certificated team members (those with valid California Teaching Credential) automatically contribute to the State Teacher's Retirement System ("STRS"). To maximize its ability to attract qualified staff, the Charter School will periodically evaluate the feasibility and appeal to candidates of offering a 403(b) in lieu of STRS membership.

ATTENDANCE

Because EBIA depends heavily upon its team members to serve students and schools, it is important that team members attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. A team member who is unavoidably detained or unable to come to work must notify his/her Supervisor prior to scheduled arrival. Team members are expected to contact their Supervisors each day they are unable to work. Any team member who is absent from work without providing sufficient explanation will be considered as having voluntarily resigned from his/her job.

SICK DAYS – FULL TIME CERTIFICATED EMPLOYEES

Full-time certificated teacher team members to provide them with flexibility to meet their and their families' medical needs. Sick Day balances can be carried over year to year, and there is

no Sick Day carryover maximum. Upon separation of employment, whether voluntary or involuntary, the team member will not be paid for any unused Sick Days; instead team members receive retirement credit for accumulated but unused Sick Days from STRS as provided by that retirement plan. Team members must record all sick days taken on the Time Off Approval Request Form for submission to his or her Supervisor.

Eligible team members accrue Sick Days every month, based on their regularly scheduled work week and continuous length of service, measured from the date of hire. Sick Days are accrued by team members. There is no limit on the amount of sick days any team member may accrue. Accrual rates for site team mates are:

- Full Time Teachers: total of 5 days per year

An additional 5 days will be granted upon receipt of a doctor's note. Team members do not accrue Sick Days during leave of absences. Accrual recommences when the team member returns to work.

PERSONAL TIME OFF – FULL TIME CERTIFICATED EMPLOYEES

Eligible team members accrue Personal Time Off every month, based on their regularly scheduled workweek and continuous length of service, measured from the date of hire. Personal Days are accrued by team members. Accrual rates for site teammates are:

- Teachers: total of 5 days per year

PTO balances can be carried over year to year, with a maximum of 10 days. Upon separation of employment, whether voluntary or involuntary, the team member will be paid for any unused PTO at his or her base rate of pay at the time of separation.

PERSONAL TIME OFF FOR YEAR ROUND ADMINISTRATIVE EMPLOYEES

EBIA grants Personal Time Off ("PTO") to eligible full-time team members only, to provide them with the flexibility to meet both their work and personal needs. The total amount of PTO granted, varies by position. PTO balances can be carried over year to year, with a maximum limit that varies by position. Upon separation of employment, whether voluntary or involuntary, the team member will be paid for any unused PTO at his or her base rate of pay at the time of separation. PTO can be used by eligible team members for any reason (e.g., vacation, illness, medical appointments, personal business), subject to approval by the team member's Supervisor. A Supervisor may set "blackout dates" during which Personal Time Off would have a disproportionate adverse impact on the organization, and requests for PTO will

be denied. In general, black out periods for time off include 2 weeks before school starts, the first two weeks of school, the last week of school and State Testing weeks. Team members must record all PTO on the Time Off Approval Form and receive written approval from his or her Supervisor in advance.

ACCRUAL OF PERSONAL TIME FOR YEAR ROUND ADMINISTRATIVE EMPLOYEES

Eligible team members accrue Personal Time Off every month, based on their regularly scheduled work week and continuous length of service, measured from the date of hire. PTO is accrued by team members at differing rates, according to their job classification. The maximum limit on amount of PTO any team member may accrue and carry over varies by position

Team members do not accrue PTO during leave of absences. Accrual recommences when the team member returns to work.

PERSONAL TIME OFF (PTO) – PART TIME EMPLOYEES

EBIA grants Personal Time Off to all part time employees who have worked at least 30 days. Employees receive 3 days of PTO at the start of each school year. PTO not used by the end of the school year may not be rolled over to subsequent years.

APPROVALS FOR PTO OR SICK DAYS

Team members taking days off must notify their Supervisor as soon as practicable and, in no event, later than one hour before their scheduled starting time. Moreover, team members taking days off must advise their Supervisor of their anticipated return date and the need for work coverage. Finally, team members taking more than five consecutive or ten total days off in one year must comply with the medical certification requirements listed in the section on Family and Medical Care Leave. Team members are not permitted to borrow on expected future accrual of Sick Days.

PAID HOLIDAYS

Full Time EBIA team members observe scheduled days off on the school year calendar, as set forth by their Executive Director each year. These days off are considered paid holidays that are accrued during the course of the work year. If unused (i.e. if a teammate works on a scheduled day off) the holiday does not “convert” into Personal Time Off, and does not roll over

into subsequent years. For any hourly employee who works on a Holiday they will be paid the Holiday rate (double pay), in lieu of the regular rate.

All Part Time positions are paid for hours worked only, according to timesheets, as established in advance by school year and school day calendar with the approval of the site Executive Director. Part time team members do not receive paid days off for holidays.

Team members are only eligible for holiday pay on those holidays which fall within their normal work schedule as designated by the school calendar. Team members who are uncertain about which days off are considered paid holidays should check with their Supervisors for a calendar.

Unless otherwise provided in this policy, all full-time team members will receive time off with pay at their normal base rate for each EBIA-observed holiday. Team members on a leave of absence are ineligible for holiday benefits that accrue while on leave.

Paid holidays that occur during an eligible team member's Personal Time Off will not be counted as PTO taken.

LEAVES OF ABSENCE

Team members may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or a qualified disability under the Americans with Disabilities Act or the Fair Employment and Housing Act. Before granting such a leave, EBIA may require a written certification from a health care provider certifying the need for the leave (this form available from the Operations Manager). Such a leave will be for a period of time consistent with applicable law, but in no event shall extend past the date on which the team member becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation.

Other than compensation from outside sources, e.g., disability insurance, a leave under this section will be unpaid.

There are frequent changes in the legislation governing leaves of absence, making them considerably (and understandably!) confusing. Any team member who may need to, want to or is considering taking a leave of absence should contact the Operations Manager, or speak to his/her Supervisor.

FAMILY AND MEDICAL CARE LEAVE

Use of FMLA includes CFRA wherever mentioned and allowed by state or federal law. State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- The team member has more than 12 months of continuous service;
- The team member has worked at least 1250 hours during the previous 12-month period before the need for the leave.

Leave may be taken for one of the following reasons:

- The birth of team member's child, or placement of a child with the team member for adoption or foster care (FMLA/CFRA)
- To care for the team member's spouse, child, or parent who has a serious health condition (FMLA/CFRA)
- To care for the team member's registered domestic partner (CFRA only)
- For a serious health condition that makes the team member unable to perform his or her job (FMLA/CFRA)
- For any "qualifying exigency" (as defined by federal regulation) because the team member is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (FMLA only)
- A team member who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member (FMLA only)

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the School uses a rolling backward 12-month period. Under most circumstances, leave under FMLA and CFRA will run concurrently in all cases where the law allows and the eligible team member will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For a qualifying exigency or leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for

other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions (ALSO SEE PDL POLICY)

FMLA will run concurrently with PDL. Once the pregnant team member is no longer disabled, they may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the School will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave for Team Member's Own Health Condition

Please contact your supervisor as soon as you realize the need for family medical leave. If the leave is based on the planned medical treatment for a serious health condition of the team member, the team member must notify the School at least 30 days before leave is to begin. The team member must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the School.

If the team member cannot provide 30-days notice, the School must be informed as soon as is practical.

The School requires the team member to provide medical certification within 15 days of any request for family medical leave under state and federal law. The school may require recertification from the health care provider if additional leave is required. If the team member does not provide medical certification in a timely manner to substantiate the need for FMLA, the School may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA and therefore not subject to the protections afforded by FMLA/CFRA.

Leave to Care for a Family Member

If the leave is needed to care for a sick child, spouse, or parent, the team member must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;

- Probable duration of the condition;
- Estimated amount of time for care by the health care provider;
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the School, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the School will not grant more than a total of 12 workweeks family/medical leave for this reason. If a team member cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The School will require certification by the team member's health care provider that the team member is fit to return to his or her job. Failure to provide certification by the health care provider of the team member's fitness to return to work will result in denial of reinstatement for the team member until the certificate is obtained.

PREGNANCY DISABILITY POLICY

You may take up to four months (693 hours for a full-time team member) of medically necessary pregnancy disability leave for pregnancy, childbirth or a related medical condition under California State law and (if eligible and you have not exhausted your entitlement) an additional 12 workweeks for non-pregnancy disability-related family medical leave under the California Family Rights Act (CFRA) for the purpose of baby-bonding. The first 12 workweeks of pregnancy disability run concurrently with the federal FMLA, if eligible. Any remaining FMLA leave will run concurrently with CFRA leave. The amount of leave will be pro-rated based on number of hours worked (i.e. a part-time team member working 20 hours per week would be entitled to 346.6 hours of leave).

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and a team member on leave will be eligible for temporary disability benefits in the same amount and degree as any other team member on leave.

Any female team member planning to take pregnancy disability leave should advise her supervisor as early as possible.

The individual should make an appointment with the Operations Manager to discuss the following conditions:

- Team members who need to take pregnancy disability must inform the school when a leave is expected to begin and how long it will likely last. Employees will be required to complete a “Request for Leave” form and provide medical certification. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin;
- Team members must consult with the supervisor regarding the scheduling of any planned medical treatment in order to minimize disruption to the operations of the School. Any such scheduling is subject to the approval of the employee’s health care provider. If 30 days advance notice is not possible, notice must be given as soon as practical;
- Upon the request of a team member and recommendation of the team member’s health care provider, the team member’s work assignment may be changed if necessary to protect the health and safety of the team member and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred team member will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy disability leave usually begins when ordered by the team member’s health care provider. The employee must provide the School with medical certification from a health care provider within. The certification indicating disability should contain:
 - The date on which the team member became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the team member is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons;

Returning from pregnancy leave will be allowed only when the team member provides a release to return to work from her health care provider.

Except to the extent that other paid leave is substituted for pregnancy-related disability leave, PDL is unpaid. An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. A team member will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave. The substitution of sick pay and/or vacation/PTO pay for pregnancy disability leave does not extend the total duration of the leave to which the team member is entitled and which is supported by medical certification.

Duration of the leave will be determined by the advice of the team member's health care provider, but team members disabled by pregnancy may take up to four months (693 hours). Part-time team members are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the team member's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one (1) hour.

Unless EBIA and the team member have already agreed upon the team member's return to work date, a team member who has taken a pregnancy disability leave or transfer must notify the Operations Manager at least 30 days prior to her anticipated return to work or, as applicable, before her transfer back to her former position. A team member who timely returns to work at the expiration of her pregnancy disability leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law. A team member returning from a pregnancy disability leave has no greater right to reinstatement than if the team member had been continuously employed.

EBIA will maintain its portion of group health insurance coverage that the team member was provided before the leave commenced on the same terms as if the team member had continued to work up to the maximum leave allotment allowed under the Pregnancy Disability Leave law (693 hours) and for the first 12 weeks of CFRA "Baby-Bonding Leave". EBIA may recover premiums it paid to maintain health coverage if the team member does not return to work following pregnancy disability leave. Team members are still responsible to pay for their own portion of group health benefits premium. See the Human Resources contact to review the amount that team member will need to reimburse the school while on pregnancy disability leave.

Team members on pregnancy disability leave will accrue leave benefits, such as sick leave, vacation and/or PTO only when paid leave is being substituted for unpaid leave and only if the team member would otherwise be entitled to such accrual. No leave benefits shall accrue when the team member is in unpaid status.

Baby bonding leave is covered by the California Family Rights Act (CFRA). If the team member has not exhausted the full 12 weeks of her FMLA entitlement, a portion of the baby bonding leave may be protected under FMLA as well. The team member must complete a request for baby bonding leave. See the Human Resources contact for the proper form to use to request this leave. Prior to commencing baby bonding leave, the team member will be required to submit a certification from her health care provider showing that the team member is no longer disabled by pregnancy or childbirth, to the Operations Manager.

PAID FAMILY LEAVE

The State of California also offers a Paid Family Leave (“PFL”) plan, which covers all team members who are covered by State Disability Insurance. PFL pays some compensation to employees who need time off from work to care for a seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner, or to bond with a new child. PFL offers up to 6 weeks of benefits in a 12-month period. There is no minimum eligibility requirement for time worked under this plan. Finally, while PFL provides benefits, it does not provide job protection or return rights.

DOMESTIC VIOLENCE LEAVE

Team members who are victims of domestic violence are eligible for unpaid leave. The leave can cover involvement in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure the health, safety, or welfare of the individual employee or his/her child. Notice and certification are required to take leave under this policy.

Certification may be sufficiently provided by any of the following: 1) a police report indicating that the team member was a victim of domestic violence; 2) a court order protecting or separating the team member from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the team member appeared in court; or 3) documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the team member was undergoing treatment for physical or mental or abuse resulting in victimization from an act of domestic violence.

EBIA will, to the extent allowed by law, maintain the confidentiality of a team member requesting leave under this provision.

The length of unpaid leave a team member may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993.

VICTIMS OF CRIME LEAVE

A team member who is himself or herself a victim, or who is a family member or registered domestic partner of a victim of a violent felony may take time off from work under the following circumstances:

- The crime must be violent or a serious felony, as defined by law; and
- The team member must be the victim of a crime, or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.
- An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.
- A registered domestic partner means a domestic partner who is registered in accordance with California state law.
- The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Any absence from work to attend judicial proceedings will be unpaid, unless the team member chooses to take PTO.

MILITARY LEAVE

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is a federal law that gives current, former or prospective members of the U.S. armed forces (active and reserves) the right to go back to a civilian job they held before military service, provided they return or apply for reinstatement within the time allowed by law. Team members who wish or who are required to serve in the military and take military leave should contact the

Operations Manager as soon as practical after knowing of the desire or the necessity to do so, to understand their rights before and after such leave.

MILITARY SPOUSE LEAVE

An eligible team member-spouse of a qualified service member is entitled to take ten (10) days unpaid leave during a period when the spouse is on leave from deployment during a period of military conflict.

An eligible team member must work an average of 20 hours per week; must provide notice of his or her intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The team member may use accrued vacation/sick or PTO for this leave.

TIME OFF TO VOTE

The School will allow any nonexempt employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time without loss of pay to vote. The request must be made at least two (2) working days in advance. The time must be at the beginning or end of the team member's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the team member agree otherwise. The team member may be required to prove he or she is a registered voter.

A team member may also serve as an election official on Election Day without being disciplined, however the School will not pay the team member for this time off. Vacation or personal hours which have accrued but not been used may be paid to the team member for this time off

SCHOOL ACTIVITIES LEAVE

The School encourages team members to participate in the school activities of their child (ren). The leave is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades 1 through 12 may take time off for a school activity;

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of twenty four (24) hours each year;
- Team members planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first team member to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Team members must use existing vacation or personal leave in order to receive compensation for this time off;
- Team members who do not have paid time off available will take the time off without pay.
- Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the team member should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code section 230.7, no discriminatory action will be taken against a team member for taking time off for this purpose.

CRIME VICTIM LEAVE

Team members are allowed to be absent from work to attend judicial proceedings related to a crime if they are:

- A victim of a crime
- An immediate family member of a victim;
- A registered domestic partner of a victim; or
- The child of a registered domestic partner of a victim

A team member must give reasonable advanced notice to the school by providing documentation of the proceeding. Documentation may be 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 team member may choose to use accrued vacation, sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

ORGAN DONOR / BONE MARROW DONOR LEAVE

If you volunteer to donate an organ you may take up to thirty (30) days paid leave per year for this process or up to five (5) days paid leave for the donation of bone marrow.

You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to two weeks of any accrued paid leave (sick and/or vacation/PTO) for organ donation and up to five (5) days accrued paid leave (sick and/or vacation/PTO) for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the team member shall continue to accrue paid time off and other benefits as if they had continued working. The team member shall be required to pay any portion of their benefits they are currently paying.

A team member shall not have any greater rights during this leave than if he or she had been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No team member shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

VOLUNTEER CIVIL SERVICE LEAVE

You are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter or emergency rescue personnel. This is an unpaid leave but the team member may use any earned sick, vacation and/or PTO.

BEREAVEMENT LEAVE

EBIA provides team members up to three days paid bereavement leave due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from a team member's home, s/he may receive paid leave for five days with prior approval from his/her Supervisor.

JURY DUTY

A leave of absence for jury duty will be granted to any team member who has been notified to serve. For Up to the first 10 days of this leave, EBIA team members will be compensated by payment of an amount equal to their regular salary. EBIA does not provide jury duty pay after the first 10 days of service.

A team member on jury duty is expected to report to work any day s/he is excused from jury duty. A team member summoned for jury duty should notify his/her Supervisor immediately and provide a copy of the jury notice and a copy of the jury duty payment stub (once payment has been received).

SAFETY AND SECURITY

EBIA is committed to providing a safe environment for both its team members and the pupils who attend our schools. EBIA has numerous safety procedures in place, including sign-in procedures requiring visitors to sign in and out at the schools. In addition, all team members and volunteers are required to submit to and to pass fingerprint clearances and TB testing.

SAFE WORKPLACE

EBIA recognizes that workplace violence is a growing concern at schools and offices across the country. EBIA is, therefore, committed to providing a safe, violence-free workplace and school environment. In this regard, EBIA strictly prohibits team members, students, parents, consultants, customers, visitors, or anyone else on EBIA premises or engaging in an EBIA-related

activity from behaving in a violent or threatening manner. Moreover, as part of this policy, EBIA seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

SMOKE-FREE WORKPLACE

In compliance with government regulations, EBIA prohibits smoking in the workplace. This includes e-cigarettes and “vaping”. Additional requirements dictate that EBIA schools remain smoke-free environments.

DRUG-FREE WORKPLACE

EBIA strictly maintains a workplace that is free of drugs and alcohol and discourages drug and alcohol abuse by its team members and students. EBIA has a vital interest in maintaining safe and efficient working conditions and school environments for its team members and students. Substance abuse is incompatible with health, safety, efficiency, and success at EBIA.

The following are strictly prohibited by EBIA:

- Possession of alcohol or any illegal drug, intoxicant, or controlled substance while on the job or while on EBIA-owned or occupied premises.
- Use or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance while on the job or while on EBIA-owned or occupied premises.
- Driving a vehicle on EBIA business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
- Distributing, selling, manufacturing, or purchasing – or attempting to distribute, sell, manufacture, or purchase – an illegal drug, intoxicant, or controlled substance during working hours or while on EBIA-owned or occupied premises.

Failure to abide by this policy will result in disciplinary action up to and including immediate termination.

INSPECTIONS AND SEARCHES ON EBIA PREMISES

EBIA believes that maintaining a workplace that is free of harmful materials is vital to the health and safety of its team members and students. These harmful materials include firearms, knives

or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances; drug-related paraphernalia; alcoholic beverages; and/or unauthorized possession or use of EBIA property or proprietary and confidential information that a team member is not authorized to have in his or her possession. In addition, EBIA intends to assure its access at all times to EBIA premises and EBIA property, equipment, information, records, documents, and files. Accordingly, EBIA has established this policy concerning inspections and searches, and it applies to all EBIA team members.

In order to assure access at all times to EBIA property, EBIA reserves the right to conduct a routine inspection or search at any time for EBIA property on EBIA premises. Routine searches or inspections for EBIA property may include a team member's office, desk, file cabinet, closet, computer files, voicemail, electronic mail or similar places where team members may store EBIA property or EBIA-related information, whether or not the places are locked or protected by access codes and/or passwords. Inspections or searches for prohibited materials also may include a team member's pockets, purse, briefcase, lunch box, or other item of personal property that is being worn or carried by the team member while on EBIA premises. Because even a routine search for EBIA property might result in the discovery of a team member's personal possessions, all team members are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to be subject to inspection by EBIA. In addition, EBIA always reserves the right to conduct inspections and searches based on reasonable suspicion. Further information on this policy is available from EBIA's Legal Counsel.

Team members who are found to be in possession of prohibited materials in violation of this policy or in violation of other EBIA policies contained in this Handbook, will be subject to discipline, up to and including termination, regardless of EBIA's reason for conducting the search or inspection.

TRANSITIONS

EBIA is a unique and special place to work, and one in which many team members may choose to make their careers. For a variety of professional and personal reasons, team members may make a transition – either within the organization or elsewhere. EBIA strives to make all transitions as positive as possible.

CHANGES OF STATUS

Status changes can be work related, such as:

- Position changes
- Compensation/pay changes.

They can also be personal changes, such as:

- Address/phone/name changes
- Emergency contact information changes

All changes need to be recorded on a Personnel Action Form and submitted to the Operations Manager.

PROMOTIONS

EBIA is committed to supporting career development for its team members, and thus actively promotes team members within the organization. All position changes are recorded as a status change (see above) and placed in the team member's personnel file.

REFERENCES

EBIA team members may receive requests to provide references for former team members, whether they were direct reports or colleagues. EBIA's policies with regard to references for former team members are designed to protect both the organization and the individual Supervisor or colleague from liability.

- *Written recommendation letters:* Because written recommendation letters are conventional in public education, it is at the discretion of the individual Executive Director, Supervisor or colleague to agree to write an honest letter of recommendation for a departing teammate. Executive Directors, Supervisors and teammates who choose to write letters of recommendation should provide the Operations Manager with a copy for the team member's file.
- *Verbal references:* Only the Executive Director is permitted to provide verbal references to prospective employers of former team members ONLY if the former or departing team member has signed an Authorization for Release of Information. This form, given to every departing team member and available from the Operations Manager, releases EBIA and its current teammates from liabilities related to releasing information about a former teammate. Any individual team member receiving a request for verbal reference should check with the Operations Manager to ensure the form has been

completed before providing any information of any kind to a former teammate's prospective employer.

- *Information verification:* If a former team member has not completed the Authorization for Release of Information, any EBIA current team member who receives a request for reference or information about a former team member should simply refer the prospective employer to the Operations Manager. In this case, EBIA's policy is for the Operations Manager to verify only a team member's dates of employment, position(s) held and eligibility for rehire.

RESIGNATIONS

When a team member decides to leave for any reason, his/her Supervisor may use the opportunity to discuss the resignation in order to better understand the reason for departure. In addition, it is requested that the team member provide EBIA with a written two-week advance notice period.

TERMINATIONS

A team member may be terminated involuntarily for reasons that may include poor performance, misconduct, or other violations of EBIA's rules of conduct. Notwithstanding these lists of rules, EBIA reserves the right to discharge or demote any team member for any reason with or without cause and with or without prior notice.

EXIT INTERVIEWS

As a general practice EBIA may conduct an exit interview. The purpose of the exit interview is to talk about the reason for leaving and for getting suggestions which will make EBIA a better place to work. If a team member has not already received their final paycheck or information about their benefits/continuation coverage, these will be provided as well. Prior to a team member's exit interview, all EBIA property must be returned.

Finally, nothing in this policy is intended to alter the at-will status of employment with EBIA. Either a team member or EBIA may terminate the employment relationship at any time with or without cause and with or without prior notice (although we request and try to give two weeks notice). EBIA reserves the right to terminate any employment relationship, to demote, or to otherwise discipline any team member without resort to the above disciplinary procedures.

IN CLOSING

Many of EBIA's policies and team member benefits have been treated only briefly in this Handbook. If you have any questions or want more information, your Supervisor or the Operations Manager will be glad to answer your questions, help with problems or respond to your feedback.

ACKNOWLEDGEMENT

PLEASE READ THIS TEAM MEMBER HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO YOUR SUPERVISOR OR THE OFFICE MANAGER WITHIN ONE WEEK OF RECEIVING THIS HANDBOOK.

Team member Name: _____

This is to acknowledge that I have received a copy of East Bay Innovation Academy' team member handbook. I have read the handbook and agree to abide by the rules, policies, and standards set forth in the handbook.

I also acknowledge that my employment with EBIA is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice by me or by EBIA. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no Supervisor, manager, or other team member has the authority to enter into an employment agreement--express or implied--providing for employment other than at-will. The at-will relationship can only be modified in writing signed by both the Executive Director and the Chair of the Board of Directors of EBIA.

I further acknowledge that, except for the policy of at-will employment, EBIA reserves the right to revise, delete, and/or add to the provisions of this team member handbook. All such revisions, deletions, or additions must be in writing and must be signed by the Operations Manager. No oral statements or representations can change the provisions of this team member handbook.

Finally, I understand that the foregoing agreement concerning my employment at-will status and EBIA's right to determine and modify the terms and conditions of employment, is the sole and entire agreement between me and EBIA concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes any and all prior agreements, understandings, and/or representations concerning these topics.

Date: _____

Signed: _____

TO BE PLACED IN TEAM MEMBER'S PERSONNEL FILE