



# Yosemite Valley Charter School

## Regular Scheduled Board Meeting

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### Date and Time

Thursday January 28, 2021 at 5:15 PM PST

### Location

3610 E. Ashlan Avenue  
Fresno, CA 93726

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Zoom Link: <https://zoom.us/j/9854259770>

Meeting ID: 985 425 9770  
Join by Phone: (669) 900-6833

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:15 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Flag Salute			1 m
D. Approval of the Agenda (p. 1-3)	Vote		1 m
E. Public Comments			2 m
F. Executive Director's Report		Dr. Laurie Goodman	10 m
<ul style="list-style-type: none"><li>• Form 700 Announcement</li><li>• Status update of teachers in EL Credential program</li></ul>			
G. Approve Minutes (p. 4-9)	Approve Minutes	Larry Jarocki	1 m
Approve minutes for Regular Scheduled Board Meeting on December 10, 2020			
<b>II. Finance</b>			<b>5:31 PM</b>

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. December Financials (p. 10-34)</b>	Vote	Darlington Ahaïwe	10 m
<b>B. Payroll Transition 2022-2023 (p. 35-37)</b>	Vote	Dr. Laurie Goodman	5 m
<b>C. Educationally Related Mental Health Services Funds Proposal (p. 38-51)</b>	Vote	Steven James and Yolanda Vazquez	10 m
<b>III. Academic Excellence</b>			<b>5:56 PM</b>
<b>A. Publication of School Accountability Report Card (SARC) (p. 52-76)</b>	Vote	Dr. Laurie Goodman	5 m
<b>B. Title IX Policy (p. 77-80)</b>	Vote	Dr. Laurie Goodman	5 m
<b>C. High School Tutors for Intervention Policy (p. 81-83)</b>	Vote	Dr. Laurie Goodman	3 m
<b>D. Promotion &amp; Grade Level Acceleration Policy (p. 84-89)</b>	Vote	Dr. Laurie Goodman	5 m
<b>IV. Operations</b>			<b>6:14 PM</b>
<b>A. Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy (p. 90-92)</b>	Vote	Dr. Laurie Goodman	5 m
<b>B. Employee Handbook (p. 93-159)</b>	Vote	Dr. Laurie Goodman	5 m
<b>V. Closing Items</b>			<b>6:24 PM</b>
<b>A. Board of Director's Comments &amp; Requests</b>	Discuss		2 m
<b>B. Announcement of the Next Regularly Scheduled Board Meeting</b>	FYI		1 m
February 25, 2021 at 5:15 pm			
<b>C. Adjourn Meeting</b>	Vote		

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact

the Governing Board Office at (562) 584-0427 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you.

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

# Cover Sheet

## Approve Minutes (p. 4-9)

**Section:** I. Opening Items  
**Item:** G. Approve Minutes (p. 4-9)  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Regular Scheduled Board Meeting on December 10, 2020

DRAFT



# Yosemite Valley Charter School

## Minutes

### Regular Scheduled Board Meeting

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#### **Date and Time**

Thursday December 10, 2020 at 5:15 PM

#### **Location**

3610 E. Ashlan Avenue  
Fresno, CA 93726

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Zoom Link: <https://zoom.us/j/9854259770>

Meeting ID: 985 425 9770  
Join by Phone: (669) 900-6833

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#### **Directors Present**

Carla Moore (remote), Debbie De Alba (remote), Larry Jarocki (remote)

#### **Directors Absent**

Jonna Durst, Trina Short

#### **Guests Present**

Darlington Ahaiwe (remote), Dr. Laurie Goodman (remote), Dr. Steven James (remote), Kimmi Buzzard (remote), Maria Thoeni (remote), Mariah Jordan (remote), Steph Johnson (remote)

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

Larry Jarocki called a meeting of the board of directors of Yosemite Valley Charter School to order on Thursday Dec 10, 2020 @ 5:16 PM.

**C. Flag Salute**

The Flag Salute was conducted.

**D. Approval of the Agenda (p. 1-2)**

Debbie De Alba made a motion to approve with the revision to items II C, D, and J.

Carla Moore seconded the motion.

Approve with noting the revisions of the following documents that were recently updated in the board packet:

- Memorandum of Understanding for Shared Special Education Staff with Monarch River Academy
- Shared Staff Memorandum of Understanding with Monarch River
- Payroll Transition 2021-2022 & 2022-2023

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

**E. Public Comments**

No public comments were made.

**F. Executive Director's Report (p. 3-4)**

Dr. Laurie Goodman presented the Executive Director's Report:

- Average Daily Attendance - 2263
- Fiscal Crisis Management Assistance Team (FCMAT) Meeting Update
- Graduation Rate - 82.9% for the 18/19 School Year
- Student Achievement

**G. Approve Minutes (p. 5-9)**

Carla Moore made a motion to approve the minutes from Regular Scheduled Board Meeting on 10-29-20.

Debbie De Alba seconded the motion.

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

**H. Approve Minutes (p. 10-13)**

Carla Moore made a motion to approve the minutes from Special Board Meeting on 12-03-20.

Debbie De Alba seconded the motion.

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

**II. Finance**

**A. First Interims/October Financials (p. 14-62)**

Debbie De Alba made a motion to approve the First Interims/October Financials.

Carla Moore seconded the motion.

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

**B. Budget Overview for Parents (p. 63-66)**

Debbie De Alba made a motion to approve the Budget Overview for Parents.

Carla Moore seconded the motion.

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

**C. Memorandum of Understanding for Shared Special Education Staff with Monarch River Academy (p. 67-92)**

Debbie De Alba made a motion to approve the Memorandum of Understanding for Shared Special Education Staff with Monarch River Academy.

Carla Moore seconded the motion.

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

**D. Shared Staff Memorandum of Understanding with Monarch River (p. 93-112)**

Debbie De Alba made a motion to approve the Shared Staff Memorandum of Understanding with Monarch River.

Carla Moore seconded the motion.

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

**E. Memorandum of Understanding with Monarch River Academy, Clarksville Charter School, Lake View Charter School, Feather River Charter School, and Cottonwood Charter School (p. 113-127)**

Debbie De Alba made a motion to approve the Memorandum of Understanding with Monarch River Academy, Clarksville Charter School, Lake View Charter School, Feather River Charter School, and Cottonwood Charter School.

Carla Moore seconded the motion.

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

**F. Compensation Policy (p. 128-156)**

Debbie De Alba made a motion to approve the Compensation Policy.

Carla Moore seconded the motion.

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

**G. Board Resolution 2020-6 Administrative Credential (p. 157-163)**

Debbie De Alba made a motion to approve Board Resolution 2020-6 Administrative Credential.

Carla Moore seconded the motion.

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

**H. California Teacher of English Learners (CTEL) (p. 164-169)**

Debbie De Alba made a motion to approve the request of Yosemite Valley Charter School to cover the reimbursement and incentive of full cost of the California Teacher of English Learners (CTEL) if completed by June 30, 2021 (full calendar year).

Carla Moore seconded the motion.

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

**I. Policy for Hiring and Supervision of Student Tutors as Employees of the Charter (p. 170-171)**

Debbie De Alba made a motion to approve the Policy for Hiring and Supervision of Student Tutors as Employees of the Charter.

Carla Moore seconded the motion.

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

**J. Payroll Transition 2021-2022 & 2022-2023 (p. 172-176)**

Debbie De Alba made a motion to table the Payroll Transition 2021-2022 & 2022-2023.

Carla Moore seconded the motion.

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

**III. Academic Excellence**

**A. Special Education Extended School Year (ESY) for 2020-2021 (p. 177-178)**

Debbie De Alba made a motion to approve the Special Education Extended School Year (ESY) for 2020-2021.

Carla Moore seconded the motion.

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

**B. Educational Vendor Policies & Procedures (p. 179-184)**

Debbie De Alba made a motion to approve the Educational Vendor Policies & Procedures.

Carla Moore seconded the motion.

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

**IV. Operations**

**A. CalSTRS 403(b) Board Resolution (p. 185-186)**

Debbie De Alba made a motion to approve the CalSTRS 403(b) Board Resolution.

Carla Moore seconded the motion.

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

**B. Identification of Consumable Item Categories (p. 187-188)**

Debbie De Alba made a motion to approve the Identification of Consumable Item Categories.

Carla Moore seconded the motion.

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

**C. Comprehensive Safety Plan (p. 189-226)**

Debbie De Alba made a motion to approve the Comprehensive Safety Plan.

Carla Moore seconded the motion.

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

**D. Employee Handbook (p. 227-293)**

Debbie De Alba made a motion to approve the Employee Handbook.

Carla Moore seconded the motion.

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

**E. Resolution to Establish Policies and Procedures for the Sale and Disposal of Books, Equipment, and Supplies (p. 294-297)**

Dr. Laurie Goodman presented a draft of the Resolution to Establish Policies and Procedures for the Sale and Disposal of Books, Equipment, and Supplies. No action was taken.

**V. Closing Items**

**A. Board of Director's Comments & Requests**

No comments or requests were made.

**B. Announcement of the Next Regularly Scheduled Board Meeting**

January 28, 2021 at 5:15 pm.

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:34 PM.



Respectfully Submitted,  
Debbie De Alba

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Prepared by:  
Mariah Jordan

Noted by:

Board Secretary

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

# Cover Sheet

## December Financials (p. 10-34)

<b>Section:</b>	II. Finance
<b>Item:</b>	A. December Financials (p. 10-34)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Yosemite_Financial Package_December 2020.pdf



# Yosemite Valley Charter School

## Monthly Financial Presentation – December 2020

# YOSEMITE - Highlights

- Year-end revenue projections decreased by \$73k.
- Year-end expense projections increased by \$162k.
- Year-end surplus projected at \$1.8M. (October; \$2.1M)
- Senate Bill 740 Requirements:

- 40/80 Expense Ratio ✓

Cert.	Instr.
48.7%	79.8%
1,949,195	(45,466)

- 25:1 Pupil Teacher Ratio ✓

Pupil:Teacher Ratio
21.01 :1

# YOSEMITE - Revenue

## Variance Analysis:

- **Federal Revenue:** Adjustment to recognition of Learning Loss Mitigation Funds- CRF
- **Other State Rev:** Partial recognition of Learning Loss Mitigation Funds- GF

### Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 7,262,953	\$ 7,498,322
Federal Revenue	141,175	102,028
Other State Revenue	841,534	576,482
Other Local Revenue	687	-
<b>Total Revenue</b>	<b>\$ 8,246,349</b>	<b>\$ 8,176,831</b>

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 20,331,235	\$ 20,333,097	\$ (1,861)
416,926	275,751	141,175
1,957,823	1,849,349	108,474
687	-	687
<b>\$ 22,706,672</b>	<b>\$ 22,458,197</b>	<b>\$ 248,475</b>

# YOSEMITE - Expenses

## Variance Analysis:

- **Sub agreement Services & Professional Services:** Increase in projected *Special Education* Expense.
- **Operations:** Increase in projected *Auto/Travel & Insurance* expense.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>						
Certificated Salaries	\$ 3,558,483	\$ 3,724,271	\$ 165,788	\$ 7,209,361	\$ 7,633,555	\$ 424,194
Classified Salaries	191,314	144,938	(46,377)	346,754	289,875	(56,879)
Benefits	1,090,596	1,238,176	147,580	2,221,095	2,538,410	317,316
Books and Supplies	1,620,131	1,254,275	(365,856)	2,952,922	2,911,762	(41,160)
Subagreement Services	2,172,459	2,230,051	57,593	5,727,805	4,857,812	(869,992)
Operations	134,688	75,850	(58,838)	210,538	151,700	(58,838)
Facilities	(800)	1,900	2,700	1,100	3,800	2,700
Professional Services	751,367	1,158,992	407,625	1,817,636	2,492,089	674,453
Depreciation	-	-	-	-	-	-
Interest	190,027	434,959	244,932	325,177	459,603	134,425
<b>Total Expenses</b>	<b>\$ 9,708,265</b>	<b>\$ 10,263,411</b>	<b>\$ 555,147</b>	<b>\$ 20,812,387</b>	<b>\$ 21,338,606</b>	<b>\$ 526,219</b>

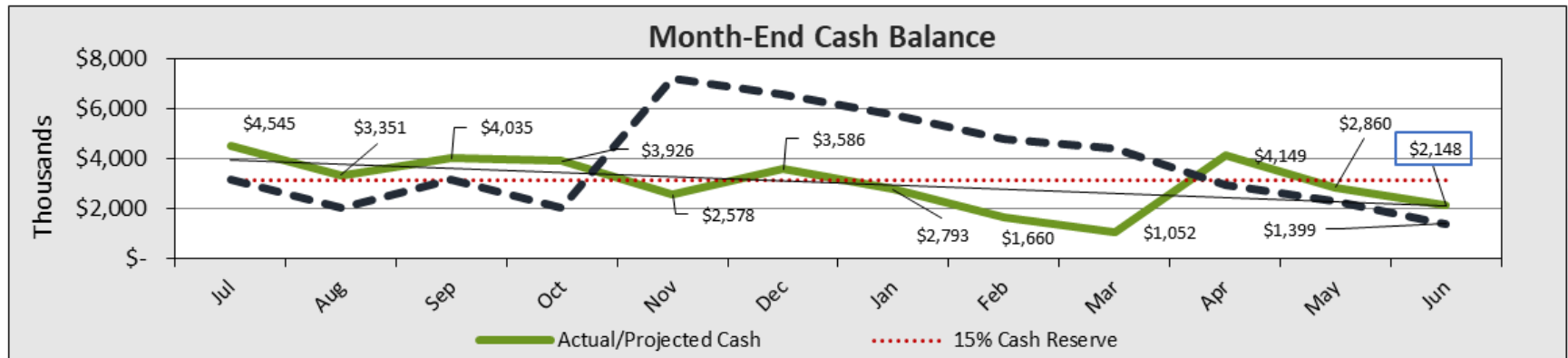
# YOSEMITE - Fund Balance

- Projected year-end surplus and fund balance exceed budget.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (1,461,916)	\$ (2,086,580)	\$ 624,664	\$ 1,894,285	\$ 1,119,591	\$ 774,693
Beginning Fund Balance	<u>2,032,470</u>	<u>2,032,470</u>		<u>2,032,470</u>	<u>2,032,470</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 570,554</b></u>	<u><b>\$ (54,110)</b></u>		<u><b>\$ 3,926,755</b></u>	<u><b>\$ 3,152,062</b></u>	
<i>As a % of Annual Expenses</i>	2.7%	-0.3%		18.9%	14.8%	

# YOSEMITE - Cash Balance

- Positive cash projected through year-end.
- Next receivable sale projected for April 2021.





# YOSEMITE - Compliance Reporting

Due Date	Description	Completed By
Jan-22	<b>Mid-Year Expenditure Report due to SELPA</b> - Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact
Jan-29	<b>CALPADS - Fall 1 Amendment deadline</b> - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	Charter Impact submits with data provided by YVC
Jan-31	<b>IRS Form 1095-C, Employer-Provided Health Insurance Offer and Coverage</b> - Employers with 50 or more full-time employees (including full-time equivalent employees) in the previous year use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees.	YVC with Charter Impact support
Feb-01	<b>School Accountability Report Card</b> - All public schools in California are required to prepare an annual SARC (2019/20). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	YVC
Feb-20	<b>Certification of the First Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact
Feb-24	<b>E-Rate FCC Form 470 Due date (FY2021)</b> - To requests bids for service, applicants certify an FCC Form 470 in the E-rate Productivity Center (EPC). This is a formal process to identify and request the products and services you need so that potential service providers can review your requests and submit bids. The FCC Form 470 must be certified in EPC at least 28 days before the close of the filing window. February 24, 2021 is the deadline to certify an FY2021 FCC Form 470 and still be able to certify an FCC Form 471 within the FY2021 filing window.	YVC

# YOSEMITE - Appendix

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

# Yosemite Valley Charter School

## Monthly Cash Flow/Forecast FY20-21

Revised 01/19/2021

ADA = 2206.01



### Revenues

#### State Aid - Revenue Limit

8011	LCFF State Aid	-	966,575	966,575	1,739,834	1,739,834	1,739,834	1,739,834	817,407	313,050	313,050	313,050	6,939,264
8012	Education Protection Account	-	-	-	110,301	-	-	110,301	-	110,300	-	-	110,301
8019	State Aid - Prior Year	6,076	(6,076)	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	-	-	-	-	-	290,316	44,951	75,542	37,771	37,771	37,771

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals
6,076	960,499	966,575	1,850,135	1,739,834	1,739,834	2,140,451	1,784,786	892,949	461,120	350,820	350,820	7,087,336

### Annual Forecast

ADA = 2206.01

19,328,140	19,331,492	(3,352)
441,202	441,202	-
-	-	-
561,893	560,402	1,490
20,331,235	20,333,097	(1,861)

#### Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	113,060	24,818	27,575	27,575	27,575	27,575	27,575
8296	Other Federal Revenue	-	-	-	314,473	(173,298)	-	-	-	-	-	-	-

-	-	-	314,473	(173,298)	-	113,060	24,818	27,575	27,575	27,575	27,575	27,575
-	-	-	314,473	(173,298)	-	113,060	24,818	27,575	27,575	27,575	27,575	27,575

275,751	275,751	-
141,175	-	141,175
-	-	-
416,926	275,751	141,175

#### Other State Revenue

8311	State Special Education	59,213	73,705	119,627	119,627	119,627	119,125	119,125	94,786	94,786	94,786	94,786	94,786
8550	Mandated Cost	-	-	-	-	47,853	-	-	-	-	438,996	-	-
8560	State Lottery	-	-	-	-	-	-	-	-	-	-	-	-
8598	Prior Year Revenue	-	6,076	-	-	-	-	-	-	-	-	-	-
8599	Other State Revenue	-	2,881	-	-	34,886	-	-	-	-	-	(34,886)	-

59,213	73,705	119,627	119,627	119,627	119,125	119,125	94,786	94,786	94,786	94,786	533,782	59,900
59,213	82,662	119,627	119,627	154,513	305,892	119,125	119,125	94,786	94,786	94,786	533,782	59,900

1,323,606	1,323,606	-
486,849	525,743	(38,894)
-	-	-
6,076	-	6,076
141,293	-	141,293
1,957,823	1,849,349	108,474

#### Other Local Revenue

8660	Interest Revenue	-	-	-	480	207	-	-	-	-	-	-	-
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-	-	-	480	207	-	-	-	-	-	-	-	-	-
-	-	-	480	207	-	-	-	-	-	-	-	-	-

687	-	687
687	-	687

### Total Revenue

### Expenses

#### Certificated Salaries

1100	Teachers' Salaries	463,215	477,025	477,572	478,328	484,285	472,349	472,349	472,349	472,349	472,349	472,349	-
1170	Teachers' Substitute Hours	-	-	-	-	-	-	-	-	-	-	-	-
1175	Teachers' Extra Duty/Stipends	30,922	40,601	59,356	63,228	92,125	85,023	85,023	85,023	85,023	85,023	85,023	-
1200	Pupil Support Salaries	35,792	41,914	34,923	34,923	36,723	34,923	34,923	34,923	34,923	34,923	34,923	-
1300	Administrators' Salaries	9,167	9,167	9,167	14,943	20,482	9,167	9,167	9,167	9,167	9,167	9,167	-
1900	Other Certificated Salaries	7,019	7,019	7,019	7,019	7,469	7,019	7,019	7,019	7,019	7,019	7,019	-

546,115	575,725	588,036	598,440	641,085	609,081	608,480	608,480	608,480	608,480	608,480	608,480	-
546,115	575,725	588,036	598,440	641,085	609,081	608,480	608,480	608,480	608,480	608,480	608,480	-

5,693,195	6,167,091	473,896
-	-	-
855,224	925,064	69,840
433,916	327,809	(106,107)
137,608	130,740	(6,868)
89,419	82,852	(6,567)
7,209,361	7,633,555	424,194

#### Classified Salaries

2100	Instructional Salaries	15,756	14,595	14,651	15,135	15,440	14,673	14,673	14,673	14,673	14,673	14,673	-
2200	Support Salaries	2,831	-	-	-	-	-	-	-	-	-	-	-
2300	Classified Administrators' Salaries	11,475	10,792	11,440	14,840	13,985	11,234	11,234	11,234	11,234	11,234	11,234	-
2400	Clerical and Office Staff Salaries	-	-	-	3,812	7,632	-	-	-	-	-	-	-
2900	Other Classified Salaries	-	-	-	-	-	-	-	-	-	-	-	-

30,062	25,386	26,092	33,787	37,057	38,930	25,907	25,907	25,907	25,907	25,907	25,907	-
30,062	25,386	26,092	33,787	37,057	38,930	25,907	25,907	25,907	25,907	25,907	25,907	-

179,624	170,625	(8,999)
2,831	-	(2,831)
144,478	119,250	(25,228)
19,820	-	(19,820)
-	-	-
346,754	289,875	(56,879)

#### Benefits

3101	STRS	86,289	91,143	92,924	74,137	95,390	97,211	97,211	97,211	97,211	97,211	97,211	-
3202	PERS	-	-	-	-	-	-	-	-	-	-	-	-
3301	OASDI	1,829	1,539	1,582	2,060	2,243	1,440	1,440	1,440	1,440	1,440	1,440	-
3311	Medicare	8,005	8,321	8,508	8,786	9,422	9,060	9,060	9,060	9,060	9,060	9,060	-
3401	Health and Welfare	49,910	75,371	91,866	77,916	74,987	65,000	65,000	65,000	65,000	65,000	65,000	-
3501	State Unemployment	6,501	2,802	569	772	583	13,230	10,584	5,292	2,646	2,646	2,646	-
3601	Workers' Compensation	8,838	1,268	5,053	5,053	5,053	8,748	8,748	8,748	8,748	8,748	8,748	-
3901	Other Benefits	-	-	-	-	-	783	783	783	783	783	783	-

161,372	180,444	200,504	168,724	187,678	191,874	195,472	192,826	187,534	184,888	184,888	184,888	-
161,372	180,444	200,504	168,724	187,678	191,874	195,472	192,826	187,534	184,888	184,888	184,888	-

1,118,838	1,404,574	285,736
-	-	-
20,243	17,972	(2,271)
106,365	114,890	8,524
839,759	825,000	(14,759)
48,385	56,350	7,965
82,805	110,928	28,123
4,698	8,696	3,998
2,221,095	2,538,410	317,316

#### Books and Supplies

4100	Textbooks and Core Materials	-	-	-	-	-	-	-	-	-	-	-	-
4200	Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-
4302	School Supplies	150,907	290,268	255,085	243,146	179,712	68,299	56,296	68,689	111,852	96,036	72,171	110,923
4305	Software	284	21,858	17,009	61,660	28,479	16,758	16,758	16,758	16,758	16,758	16,758	-
4310	Office Expense	2,610	5,905	1,327	1,516	694	1,642	1,642	1,642	1,642	1,642	1,642	-
4311	Business Meals	-	-	-	-	-	125	125	125	125	125	125	-
4312	School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-
4400	Noncapitalized Equipment	-	2,057	13,549	63,571	100,061	74,507	61,413	74,933	122,019	104,766	78,731	121,006
4700	Food Services	-	-	-	-	-	-	-	-	-	-	-	-

153,801	320,087	286,970	369,893	308,947	180,433	161,331	136,234	162,146	252,396	219,327	169,427	231,929
153,801	320,087	286,970	369,893	308,947	180,433	161,331	136,234	162,146	252,396	219,327	169,427	231,929

-	-	-
-	-	-
1,870,819	1,870,819	-
239,981	201,100	(38,881)
22,729	19,700	(3,029)
750	1,500	750
-	-	-
818,643	818,643	-
-	-	-
2,952,922	2,911,762	(41,160)

#### Subagreement Services

5101	Nursing	-	-	-	-	-	-	-	-	-	-	-	-
5102	Special Education	1,729	14,516	51,729	270,409	156,651	99,750	99,750	99,750	99,750	99,750	99,750	-
5103	Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-
5104	Transportation	-	-	-	-	-	-	-	-	-	-	-	-
5105	Security	-	-	-	-	-	-	-	-	-	-	-	-
5106	Other Educational Consultants	14,213	48,969	157,331	157,995	132,022	236,819	195,199	238,170	387,834	332,993	250,244	384,613
5107	Instructional Services	105,229	91,763	98,496	98,496	374,285	155,162	155,162	155,162	155,162	155,162	155,162	-

121,171	155,248	307,556	526,899	662,957	398,627	491,731	450,111	493,083	642,746	587,906	505,157	384,613
121,171	155,248	307,556	526,899	662,957	398,627	491,731	450,111	493,083	642,746	587,906	505,157	384,613

-	-	-
1,221,457	1,026,000	(195,457)
-	-	-
-	-	-
-	-	-
2,652,757	2,652,757	-
1,853,590	1,179,055	(674,535)
5,727,805	4,857,812	(869,992)

#### Operations and Housekeeping

5201	Auto and Travel	-	173	158	8,435	11,382	1,050	1,050	1,050	1,050	1,050	1,050	-
5300	Dues & Memberships	-	1,070	-	-	-	683	683	683	683	683	683	-
5400	Insurance	13,289	16,799	15,044	15,044	15,059	10,908	10,908	10,908	10,908	10,908	10,908	-

-	173	158	8,435	11,382	5,593	1,050	1,050	1,050	1,050	1,050	1,050	-
-	1,070	-	-	-	-	683	683	683	683	683	683	-
13,289	16,799	15,044	15,044	15,044	15,059	10,908	10,908	10,908	10,908	10,908	10,908	-

Yosemite Valley Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 01/19/2021

ADA = 2206.01



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
5501 Utilities	531	-	-	-	-	-	-	-	-	-	-	-	-	531	-	(531)
5502 Janitorial Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5516 Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5531 ASB Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5900 Communications	-	219	389	369	750	4,707	-	-	-	-	-	-	-	6,434	-	(6,434)
5901 Postage and Shipping	-	229	1,147	156	5,052	4,047	-	-	-	-	-	-	-	10,632	-	(10,632)
	13,820	18,490	16,738	24,005	32,229	29,406	12,642	12,642	12,642	12,642	12,642	12,642	-	210,538	151,700	(58,838)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5602 Additional Rent	-	-	-	-	-	-	83	83	83	83	83	83	-	500	1,000	500
5603 Equipment Leases	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5604 Other Leases	-	-	-	(800)	-	-	233	233	233	233	233	233	-	600	2,800	2,200
5605 Real/Personal Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5610 Repairs and Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	(800)	-	-	317	317	317	317	317	317	-	1,100	3,800	2,700
<b>Professional/Consulting Services</b>																
5801 IT	-	158	-	-	-	-	58	58	58	58	58	58	-	508	700	192
5802 Audit & Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,300	6,300
5803 Legal	-	873	-	13,936	(1,296)	7,291	3,208	3,208	3,208	3,208	3,208	3,208	-	40,054	38,500	(1,554)
5804 Professional Development	3,100	5,045	6,198	464	883	1,678	2,975	2,975	2,975	2,975	2,975	2,975	-	35,217	35,700	483
5805 General Consulting	-	3,199	459	-	3,750	-	5,442	5,442	5,442	5,442	5,442	5,442	-	40,059	65,300	25,241
5806 Special Activities/Field Trips	36	672	3,100	-	-	110	15,153	12,490	15,240	24,816	21,307	16,012	24,610	133,546	133,546	-
5807 Bank Charges	1,824	965	33	905	1,165	720	90	90	90	90	90	90	-	6,153	1,035	(5,118)
5808 Printing	-	-	584	-	-	-	-	-	-	-	-	-	-	584	-	(584)
5809 Other taxes and fees	2,925	515	520	592	661	540	490	490	490	490	490	490	-	8,693	5,635	(3,058)
5810 Payroll Service Fee	-	2,134	435	1,737	1,624	886	1,159	1,159	1,159	1,159	1,159	1,159	-	13,769	14,806	1,037
5811 Management Fee	140,305	126,830	133,863	134,313	(144,953)	74,683	76,635	76,635	76,635	76,635	76,635	76,635	-	924,852	1,572,074	647,222
5812 District Oversight Fee	-	28,997	28,997	55,504	52,195	52,195	64,214	53,544	26,788	13,834	10,525	10,525	212,620	609,937	609,993	56
5813 County Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5814 SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5815 Public Relations/Recruitment	15	-	-	-	-	-	708	708	708	708	708	708	-	4,265	8,500	4,235
	148,205	169,389	174,189	207,452	(85,971)	138,104	170,132	156,799	132,794	129,415	122,597	117,302	237,230	1,817,636	2,492,089	674,453
<b>Depreciation</b>																
6900 Depreciation Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Interest</b>																
7438 Interest Expense	284	284	115,482	507	451	73,018	-	-	-	135,151	-	-	-	325,177	459,603	134,425
	284	284	115,482	507	451	73,018	-	-	-	135,151	-	-	-	325,177	459,603	134,425
<b>Total Expenses</b>	<b>1,174,830</b>	<b>1,445,054</b>	<b>1,715,566</b>	<b>1,928,907</b>	<b>1,784,434</b>	<b>1,659,474</b>	<b>1,666,012</b>	<b>1,583,315</b>	<b>1,622,902</b>	<b>1,991,941</b>	<b>1,762,062</b>	<b>1,624,119</b>	<b>853,772</b>	<b>20,812,387</b>	<b>21,338,606</b>	<b>526,219</b>
<b>Monthly Surplus (Deficit)</b>	<b>(1,109,542)</b>	<b>(401,893)</b>	<b>(629,364)</b>	<b>355,808</b>	<b>(63,178)</b>	<b>386,252</b>	<b>706,624</b>	<b>345,413</b>	<b>(607,592)</b>	<b>(1,408,460)</b>	<b>(1,288,881)</b>	<b>(711,942)</b>	<b>6,321,038</b>	<b>1,894,284</b>	<b>1,119,591</b>	<b>774,693</b>
														9%		
<b>Cash Flow Adjustments</b>																
Monthly Surplus (Deficit)	(1,109,542)	(401,893)	(629,364)	355,808	(63,178)	386,252	706,624	345,413	(607,592)	(1,408,460)	(1,288,881)	(711,942)	6,321,038	1,894,284		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Public Funding Receivables	2,582,148	(966,575)		1,168,532	225,000	-	-	-	-	-	-	-	(7,174,810)	(4,165,705)		
Grants and Contributions Rec.	4,742	-	(418,003)	442,139	(774)	(10,503)	-	-	-	-	-	-	-	17,600		
Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses	16,528	(40,031)	441,329	(15,117)	1,831	1,831	-	-	-	-	-	-	-	406,372		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	98,637	135,526	(3,807,469)	(102,537)	(200,836)	(32,492)	-	-	-	-	-	-	853,772	(3,055,399)		
Accrued Expenses	(109,632)	78,504	(87,272)	50,194	51,238	69,512	-	-	-	-	-	-	-	52,544		
Other Liabilities	-	-	-	-	138,412	(138,412)	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	5,915,200	-	-	2,231,300			-	4,505,029			-	12,651,529		
Payments on Factoring		-	(709,900)	(1,987,800)	(1,478,800)	(1,478,800)	(1,478,800)	(1,478,800)	-	-			-	(8,612,900)		
Proceeds from Debt	284	284	284	284	284	284	-	-	-	-	-	-	-	1,705		
Payments on Debt	-	-	(20,833)	(20,833)	(20,833)	(20,833)	(20,833)	-		-		-	-	(104,165)		
<b>Total Change in Cash</b>	<b>1,483,165</b>	<b>(1,194,184)</b>	<b>683,972</b>	<b>(109,330)</b>	<b>(1,347,655)</b>	<b>1,008,140</b>	<b>(793,009)</b>	<b>(1,133,387)</b>	<b>(607,592)</b>	<b>3,096,569</b>	<b>(1,288,881)</b>	<b>(711,942)</b>				
Cash, Beginning of Month	3,062,014	4,545,179	3,350,995	4,034,967	3,925,636	2,577,981	3,586,121	2,793,112	1,659,725	1,052,133	4,148,702	2,859,821				
<b>Cash, End of Month</b>	<b>4,545,179</b>	<b>3,350,995</b>	<b>4,034,967</b>	<b>3,925,636</b>	<b>2,577,981</b>	<b>3,586,121</b>	<b>2,793,112</b>	<b>1,659,725</b>	<b>1,052,133</b>	<b>4,148,702</b>	<b>2,859,821</b>	<b>2,147,879</b>				

Cert.	Instr.
48.7%	79.8%
1,949,195	(45,466)

Pupil:Teacher Ratio
21.01 :1

Yosemite Valley Charter School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 1,739,834	\$ 1,739,834	\$ (0)	\$ 7,152,652	\$ 7,152,652	\$ (0)	\$ 19,331,492
Education Protection Account	-	-	-	110,301	110,301	1	441,202
In Lieu of Property Taxes	-	44,832	(44,832)	-	235,369	(235,369)	560,402
Total State Aid - Revenue Limit	1,739,834	1,784,666	(44,832)	7,262,953	7,498,322	(235,369)	20,333,097
Federal Revenue							
Special Education - Entitlement	-	24,818	(24,818)	-	102,028	(102,028)	275,751
Other Federal Revenue	-	-	-	141,175	-	141,175	-
Total Federal Revenue	-	24,818	(24,818)	141,175	102,028	39,147	275,751
Other State Revenue							
State Special Education	119,627	119,125	502	611,426	489,734	121,692	1,323,606
Mandated Cost	47,853	86,747	(38,894)	47,853	86,747	(38,894)	525,743
Prior Year Revenue	-	-	-	6,076	-	6,076	-
Other State Revenue	138,412	-	138,412	176,179	-	176,179	-
Total Other State Revenue	305,892	205,872	100,020	841,534	576,482	265,052	1,849,349
Other Local Revenue							-
Interest Revenue	-	-	-	687	-	687	-
Total Other Local Revenue	-	-	-	687	-	687	-
<b>Total Revenues</b>	<b>\$ 2,045,726</b>	<b>\$ 2,015,356</b>	<b>\$ 30,370</b>	<b>\$ 8,246,349</b>	<b>\$ 8,176,831</b>	<b>\$ 69,518</b>	<b>\$ 22,458,197</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 478,678	\$ 513,924	\$ 35,247	\$ 2,859,103	\$ 3,083,546	\$ 224,443	\$ 6,167,091
Teachers' Extra Duty/Stipends	58,855	92,506	33,651	345,087	370,025	24,938	925,064
Pupil Support Salaries	40,105	27,317	(12,787)	224,379	163,904	(60,475)	327,809
Administrators' Salaries	19,682	10,895	(8,787)	82,610	65,370	(17,240)	130,740
Other Certificated Salaries	11,761	6,904	(4,856)	47,304	41,426	(5,878)	82,852
Total Certificated Salaries	609,080	651,547	42,467	3,558,483	3,724,271	165,788	7,633,555
Classified Salaries							
Instructional Salaries	16,012	14,219	(1,793)	91,589	85,313	(6,276)	170,625
Support Salaries	-	-	-	2,831	-	(2,831)	-
Supervisors' and Administrators' Salaries	14,542	9,938	(4,605)	77,074	59,625	(17,449)	119,250
Clerical and Office Staff Salaries	8,376	-	(8,376)	19,820	-	(19,820)	-
Total Classified Salaries	38,930	24,156	(14,773)	191,314	144,938	(46,377)	289,875
Benefits							
State Teachers' Retirement System, certificated positions	95,689	119,885	24,196	535,572	685,266	149,694	1,404,574
OASDI/Medicare/Alternative, certificated positions	2,350	1,498	(853)	11,603	8,986	(2,617)	17,972
Medicare/Alternative, certificated positions	8,960	9,798	837	52,003	56,104	4,100	114,890
Health and Welfare Benefits, certificated positions	79,708	68,750	(10,958)	449,759	412,500	(37,259)	825,000
State Unemployment Insurance, certificated positions	114	2,818	2,704	11,341	16,905	5,564	56,350
Workers' Compensation Insurance, certificated positions	5,053	9,460	4,407	30,318	54,169	23,851	110,928
Other Benefits, certificated positions	-	742	742	-	4,247	4,247	8,696
Total Benefits	191,874	212,949	21,075	1,090,596	1,238,176	147,580	2,538,410
Books & Supplies							
School Supplies	167,436	104,073	(63,363)	1,286,554	795,170	(491,384)	1,870,819
Software	10,141	16,758	6,617	139,431	100,550	(38,881)	201,100
Office Expense	828	1,642	814	12,879	9,850	(3,029)	19,700
Business Meals	-	125	125	-	750	750	1,500
Noncapitalized Equipment	2,028	45,541	43,513	181,267	347,955	166,688	818,643
Total Books & Supplies	180,433	168,139	(12,294)	1,620,131	1,254,275	(365,856)	2,911,762
Subagreement Services							
Special Education	127,924	85,500	(42,424)	622,957	513,000	(109,957)	1,026,000
Other Educational Consultants	116,355	147,572	31,217	626,884	1,127,524	500,639	2,652,757
Instructional Services	154,348	98,255	(56,094)	922,617	589,528	(333,089)	1,179,055
Total Subagreement Services	398,627	331,327	(67,301)	2,172,459	2,230,051	57,593	4,857,812



Yosemite Valley Charter School

Budget vs Actual

For the period ended December 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Operations & Housekeeping							
Auto and Travel	5,593	1,050	(4,543)	25,742	6,300	(19,442)	12,600
Dues & Memberships	-	683	683	1,070	4,100	3,030	8,200
Insurance	15,059	10,908	(4,151)	90,279	65,450	(24,829)	130,900
Miscellaneous Expense	-	-	-	531	-	(531)	-
Communications	4,707	-	(4,707)	6,434	-	(6,434)	-
Postage and Shipping	4,047	-	(4,047)	10,632	-	(10,632)	-
Total Operations & Housekeeping	29,406	12,642	(16,764)	134,688	75,850	(58,838)	151,700
Facilities, Repairs & Other Leases							
Additional Rent	-	83	83	-	500	500	1,000
Other Leases	-	233	233	(800)	1,400	2,200	2,800
Total Facilities, Repairs & Other Leases	-	317	317	(800)	1,900	2,700	3,800
Professional/Consulting Services							
IT	-	58	58	158	350	192	700
Audit & Taxes	-	2,100	2,100	-	6,300	6,300	6,300
Legal	7,291	3,208	(4,083)	27,002	19,250	(7,752)	38,500
Professional Development	1,678	2,975	1,297	11,629	17,850	6,221	35,700
General Consulting	-	5,442	5,442	10,049	32,650	22,601	65,300
Special Activities/Field Trips	110	7,429	7,319	851	56,762	55,912	133,546
Bank Charges	720	90	(630)	6,164	495	(5,669)	1,035
Other Taxes and Fees	540	490	(50)	5,753	2,695	(3,058)	5,635
Payroll Service Fee	886	1,234	348	6,816	7,403	587	14,806
Management Fee	74,683	131,006	56,323	465,041	786,037	320,995	1,572,074
District Oversight Fee	52,195	53,540	1,345	217,889	224,950	7,061	609,993
Public Relations/Recruitment	-	708	708	15	4,250	4,235	8,500
Total Professional/Consulting Services	138,104	208,281	70,177	751,367	1,158,992	407,625	2,492,089
Interest							
Interest Expense	73,018	-	(73,018)	190,027	434,959	244,932	459,603
Total Interest	73,018	-	(73,018)	190,027	434,959	244,932	459,603
Total Expenses	\$ 1,659,473	\$ 1,609,357	\$ (50,115)	\$ 9,708,265	\$ 10,263,411	\$ 555,147	\$ 21,338,606
Change in Net Assets	386,253	405,999	(19,746)	(1,461,916)	(2,086,580)	624,664	1,119,591
Net Assets, Beginning of Period	184,301			2,032,470			
Net Assets, End of Period	\$ 570,554			\$ 570,554			

## Yosemite Valley Charter School

### Statement of Financial Position

December 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 3,586,121	\$ 3,062,014	\$ 524,107	17%
Accounts Receivable	2,082	19,682	(17,600)	-89%
Public Funding Receivable	205,178	3,214,283	(3,009,106)	-94%
Factored Receivables	(5,188,900)	(2,697,700)	(2,491,200)	92%
Due To/From Related Parties	4,234,197	4,234,197	-	0%
Prepaid Expenses	1,380,358	1,786,730	(406,372)	-23%
<b>Total Current Assets</b>	<b>4,219,035</b>	<b>9,619,206</b>	<b>(5,400,170)</b>	<b>-56%</b>
<b>Total Assets</b>	<b>\$ 4,219,035</b>	<b>\$ 9,619,206</b>	<b>\$ (5,400,170)</b>	<b>-56%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 787,967	\$ 4,697,138	\$ (3,909,171)	-83%
Accrued Liabilities	1,110,701	1,058,157	52,544	5%
Notes Payable, Current Portion	172,324	172,326	(2)	0%
<b>Total Current Liabilities</b>	<b>2,070,992</b>	<b>5,927,621</b>	<b>(3,856,629)</b>	<b>-65%</b>
<b>Long-Term Liabilities</b>				
Notes Payable, Net of Current Portion	1,577,489	1,659,115	(81,625)	-5%
<b>Total Long-Term Liabilities</b>	<b>1,577,489</b>	<b>1,659,115</b>	<b>(81,625)</b>	<b>-5%</b>
<b>Total Liabilities</b>	<b>3,648,481</b>	<b>7,586,735</b>	<b>(3,938,254)</b>	<b>-52%</b>
<b>Total Net Assets</b>	<b>570,554</b>	<b>2,032,470</b>	<b>(1,461,916)</b>	<b>-72%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 4,219,035</b>	<b>\$ 9,619,206</b>	<b>\$ (5,400,170)</b>	<b>-56%</b>

**Yosemite Valley Charter School****Statement of Cash Flows****For the period ended December 31, 2020**

	<b>Month Ended 12/31/20</b>	<b>YTD Ended 12/31/20</b>
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 386,252	\$ (1,461,916)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivable	-	3,009,106
Grants, Contributions & Pledges Receivable	741,997	2,508,800
Prepaid Expenses	1,831	406,372
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(32,492)	(3,909,171)
Accrued Expenses	69,512	52,544
Deferred Revenue	(138,412)	-
<b>Total Cash Flows from Operating Activities</b>	<b>1,028,689</b>	<b>605,735</b>
<b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	(20,549)	(81,627)
<b>Total Cash Flows from Financing Activities</b>	<b>(20,549)</b>	<b>(81,627)</b>
Change in Cash & Cash Equivalents	1,008,140	524,107
Cash & Cash Equivalents, Beginning of Period	2,577,981	3,062,014
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 3,586,121</b>	<b>\$ 3,586,121</b>



## Yosemite Valley Charter School

### Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11792	Fresno County Superintendent of Schools	12/2/2020	\$ 100.00
11793	Brave Writer LLC	12/4/2020	570.85
11794	Carla Moore	12/4/2020	500.00
11795	Charter Impact, Inc.	12/4/2020	32,280.00
11796	CharterSafe	12/4/2020	20,112.00
11797	Cindy Allington	12/4/2020	515.00
11798	Debbie De Alba	12/4/2020	500.00
11799	Denise Voth	12/4/2020	358.00
11800	Don Johnston Inc	12/4/2020	64.80
11801	Evan-Moor	12/4/2020	25.88
11802	Jonna Durst	12/4/2020	500.00
11803	Karla Bell	12/4/2020	116.50
11804	Kimberly Moore	12/4/2020	933.80
11805	Kimberly Souder	12/4/2020	1,714.54
11806	KiwiCo, Inc	12/4/2020	446.80
11807	Larry Jarocki	12/4/2020	500.00
11808	Learning Without Tears	12/4/2020	19.50
11809	McColgan & Associates Inc.	12/4/2020	8,110.10
11810	Micheline Fitzgerald	12/4/2020	164.80
11811	Moving Beyond the Page	12/4/2020	78.78
11812	PresenceLearning, Inc.	12/4/2020	943.70
11813	Provenance	12/4/2020	108,082.68
11814	Rachael Jantzen	12/4/2020	304.23
11815	Sara Maguire	12/4/2020	8.20
11816	Sarah Vega	12/4/2020	52.00
11817	Sherilyn Collins	12/4/2020	32.66
11818	Singapore Math, Inc.	12/4/2020	455.01
11819	Steinway Piano Gallery of Fresno	12/4/2020	2,393.50
11820	Stephanie Williams	12/4/2020	44.79
11821	Studies Weekly	12/4/2020	129.22
11822	TheraSens, Inc	12/4/2020	780.00
11823	Trina Short	12/4/2020	500.00
11824	Vikki Shumaker	12/4/2020	20.00
11825	Math-U-See Inc.	12/9/2020	212.00
11826	Abarca Group	12/9/2020	670.00
11827	All About Learning Press, Inc.	12/9/2020	259.40
11828	Beautiful Feet Books, Inc.	12/9/2020	335.56
11829	Braille Abilities, LLC	12/9/2020	3,856.35
11830	Brave Writer LLC	12/9/2020	308.00
11831	Break the Barriers, Inc	12/9/2020	1,434.25
11832	Brian Hammons Piano	12/9/2020	1,763.34
11833	Bright Solutions For Dyslexia, Inc.	12/9/2020	338.20
11834	CARD	12/9/2020	2,551.90
11835	Central Coast Language & Learning Center, Inc.	12/9/2020	1,305.00
11836	Charter Impact, Inc.	12/9/2020	443.00
11837	Crafty School Crates	12/9/2020	1,349.71
11838	Cullinan Education Center, Inc.	12/9/2020	490.00
11839	Deborah Lemen Acting Studio	12/9/2020	400.00
11840	Dennis Murphy School of Music	12/9/2020	1,080.00
11841	E-Therapy LLC	12/9/2020	831.00
11842	Erilynne Christiansen	12/9/2020	200.00
11843	Generation Genius, Inc.	12/9/2020	370.00
11844	Global Teletherapy	12/9/2020	432.00
11845	Guido's Martial Arts Academy	12/9/2020	872.00
11846	GW School Supply Inc	12/9/2020	130.16
11847	Haynes Family of Programs	12/9/2020	4,027.50

## Yosemite Valley Charter School

### Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11848	History Unboxed LLC	12/9/2020	1,639.86
11849	Homeschool Buyers Co-op	12/9/2020	685.04
11850	Homeschool Spanish Academy	12/9/2020	399.00
11851	Jade Davis	12/9/2020	86.25
11852	Joshua Heflebower	12/9/2020	200.00
11853	KiwiCo, Inc	12/9/2020	2,632.17
11854	Learning Without Tears	12/9/2020	19.50
11855	Little Passports	12/9/2020	1,644.11
11856	LivFit Training	12/9/2020	516.00
11857	Margaret Navarro Gupta	12/9/2020	950.00
11858	Math Crazy	12/9/2020	768.00
11859	Math-U-See Inc.	12/9/2020	174.00
11860	Math-U-See Inc.	12/9/2020	262.00
11861	Maureen M. Solomon	12/9/2020	80.00
11862	MEL Science U.S. LLC	12/9/2020	658.00
11863	Melanie Suderman Sweet	12/9/2020	562.50
11864	Molly C. Oliver	12/9/2020	540.00
11865	Moving Beyond the Page	12/9/2020	1,426.89
11866	Nessy Learning LLC	12/9/2020	310.00
11867	Nicole Medeiros	12/9/2020	1,045.00
11868	Northwest Studio for Ballet	12/9/2020	429.00
11869	Oak Meadow Inc.	12/9/2020	15.00
11870	Peace Hill Press, Inc. dba Well Trained Mind Press	12/9/2020	313.29
11871	Playground Training Academy, LLC	12/9/2020	5,725.00
11872	PresenceLearning, Inc.	12/9/2020	2,400.00
11873	PresenceLearning, Inc.	12/9/2020	450.00
11874	Provenance	12/9/2020	63,969.83
11875	Rainbow Resource Center	12/9/2020	VOID
11876	Rainbow Resource Center	12/9/2020	VOID
11877	Rainbow Resource Center	12/9/2020	7,623.14
11878	Rayford Shorin-Ryu	12/9/2020	325.00
11879	Rich Oliver Racing, Inc.	12/9/2020	5,205.00
11880	Serendipity Media Group, Gina Meyers	12/9/2020	12.00
11881	Singapore Math, Inc.	12/9/2020	322.43
11882	Specialized Therapy Services, Inc	12/9/2020	762.50
11883	Studies Weekly	12/9/2020	64.68
11884	Studio on the Hill	12/9/2020	921.00
11885	Susan Hancock	12/9/2020	140.00
11886	Suzanne Anderson	12/9/2020	840.00
11887	Teacher Synergy, LLC	12/9/2020	107.16
11888	Teaching Textbooks	12/9/2020	261.74
11889	The Dance Center	12/9/2020	663.20
11890	The Talk Team	12/9/2020	230.00
11891	TheraSens, Inc	12/9/2020	360.00
11892	Timberdoodle.com	12/9/2020	3,452.66
11893	United Conservatory of Music	12/9/2020	262.50
11894	Williamsburg Learning	12/9/2020	11,300.00
11895	WriteShop	12/9/2020	330.51
11896	Rodeo Tough Productions	12/11/2020	600.00
11897	Shalene Kearney	12/16/2020	428.26
11898	Abacus Learning	12/17/2020	599.94
11899	Aldrich Services	12/17/2020	192.00
11900	All About Learning Press, Inc.	12/17/2020	303.35
11901	America's Kids in Motion	12/17/2020	2,641.00
11902	ARIEL Theatrical	12/17/2020	379.00
11903	Aspire Speech & Learning Center	12/17/2020	1,860.00

## Yosemite Valley Charter School

### Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11904	Beautiful Feet Books, Inc.	12/17/2020	34.62
11905	Bitsbox	12/17/2020	86.85
11906	Bojuka Ryu	12/17/2020	190.00
11907	BookShark	12/17/2020	784.87
11908	Boutwell Fay LLP	12/17/2020	608.90
11909	Braille Abilities, LLC	12/17/2020	661.50
11910	Braille Consultants, Inc.	12/17/2020	2,720.00
11911	Brave Writer LLC	12/17/2020	229.00
11912	Brian Hammons Piano	12/17/2020	400.00
11913	BrightThinker	12/17/2020	248.98
11914	Crafty School Crates	12/17/2020	54.37
11915	Craig Daniel	12/17/2020	150.00
11916	Cullinan Education Center, Inc.	12/17/2020	980.00
11917	Deborah Lemen Acting Studio	12/17/2020	265.00
11918	Dustin Arth	12/17/2020	450.00
11919	E-Therapy LLC	12/17/2020	62.25
11920	Easy Does It Farms	12/17/2020	2,655.00
11921	Educational Development Corporation	12/17/2020	157.90
11922	eDynamic Learning	12/17/2020	170.00
11923	Effectual Educational Consulting Services	12/17/2020	4,127.50
11924	Erilynn Christiansen	12/17/2020	200.00
11925	Evan-Moor	12/17/2020	47.44
11926	Generation Genius, Inc.	12/17/2020	125.00
11927	Guido's Martial Arts Academy	12/17/2020	318.00
11928	Guitar Center, Inc.	12/17/2020	109.00
11929	iCAN Junior Triathlon Club	12/17/2020	465.00
11930	imm3rse.in	12/17/2020	1,200.00
11931	Institute for Excellence in Writing	12/17/2020	352.17
11932	IsoRhythms Music Therapy	12/17/2020	640.00
11933	JackKris Publishing, LLC	12/17/2020	75.87
11934	Joshua Heflebower	12/17/2020	100.00
11935	Julie M Capili	12/17/2020	90.00
11936	Kimberly Schapansky	12/17/2020	153.96
11937	KiwiCo, Inc	12/17/2020	4,373.78
11938	Larry Phillips	12/17/2020	1,120.00
11939	Lighthouse Therapy LLC	12/17/2020	11,237.09
11940	Logic of English	12/17/2020	380.10
11941	Lotus Educational Services, Inc.	12/17/2020	852.70
11942	Marnie Young	12/17/2020	1,065.00
11943	Math Crazy	12/17/2020	2,610.00
11944	Megan Dorais	12/17/2020	20.00
11945	Merced Academy of Dance	12/17/2020	600.00
11946	Michael A. Manjarrez	12/17/2020	450.00
11947	Michelle Barnes	12/17/2020	1,474.47
11948	Monterey Bay Academy of Gymnastics	12/17/2020	920.00
11949	Moving Beyond the Page	12/17/2020	2,342.37
11950	Mr. D Math, LLC	12/17/2020	487.00
11951	Naeim Saddavi	12/17/2020	780.00
11952	Neil Boyer	12/17/2020	620.00
11953	Nessy Learning LLC	12/17/2020	410.00
11954	Playhouse Merced	12/17/2020	60.00
11955	Pride Learning Co	12/17/2020	960.00
11956	Professional Tutors of America Inc.	12/17/2020	80.00
11957	Provenance	12/17/2020	200,516.33
11958	Rachel Robbins	12/17/2020	1,080.00
11959	Rainbow Resource Center	12/17/2020	1,354.25

## Yosemite Valley Charter School

### Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
11960	Rhonda Langley	12/17/2020	100.00
11961	Rich Oliver Racing, Inc.	12/17/2020	1,447.00
11962	Rising Star Gymnastics	12/17/2020	554.00
11963	San Benito Aquatics	12/17/2020	320.00
11964	Sandy Torosian	12/17/2020	420.00
11965	School Pathways, LLC	12/17/2020	7,691.53
11966	Silver Bell Barn & Equestrian Center	12/17/2020	240.00
11967	Singapore Math, Inc.	12/17/2020	48.79
11968	Sona Atoyan	12/17/2020	200.00
11969	Starfall Education Foundation	12/17/2020	35.00
11970	Studies Weekly	12/17/2020	194.96
11971	Susan Mason	12/17/2020	800.00
11972	Sylvan Learning	12/17/2020	400.00
11973	Sylvan Learning Center Salinas	12/17/2020	600.00
11974	Teacher Synergy, LLC	12/17/2020	210.07
11975	Teaching Textbooks	12/17/2020	112.26
11976	The Riekes Center	12/17/2020	232.22
11977	The Talk Team	12/17/2020	650.00
11978	United Conservatory of Music	12/17/2020	825.00
11979	Verizon Wireless	12/17/2020	2,045.55
11980	West Martial Arts	12/17/2020	240.00
11981	Williamsburg Learning	12/17/2020	375.00
11982	Destany Morgan	12/18/2020	2,646.00
11983	8x8 Inc.	12/28/2020	481.39
11984	Academics in a Box Incorporated	12/28/2020	386.25
11985	Academy of Creative Education	12/28/2020	1,200.00
11986	Activities for Learning Inc.	12/28/2020	350.86
11987	All About Learning Press, Inc.	12/28/2020	212.75
11988	BookShark	12/28/2020	2,403.58
11989	Brenda Myers	12/28/2020	1,555.00
11990	Brian Hammons Piano	12/28/2020	4,350.00
11991	Bright Horizons Academic Assist.	12/28/2020	1,200.00
11992	BrightThinker	12/28/2020	622.45
11993	C'est La Vie Arts	12/28/2020	1,130.00
11994	CARD	12/28/2020	2,091.05
11995	Central Coast Language & Learning Center, Inc.	12/28/2020	900.00
11996	Charter's Choice Educational Services	12/28/2020	700.00
11997	Christianna Adams Fuller	12/28/2020	1,299.65
11998	Cindy Allington	12/28/2020	270.00
11999	Crafty School Crates	12/28/2020	127.03
12000	Crafty School Crates	12/28/2020	285.67
12001	Cullinan Education Center, Inc.	12/28/2020	490.00
12002	Deborah Lemen Acting Studio	12/28/2020	400.00
12003	Dennis Murphy School of Music	12/28/2020	450.00
12004	Diana Porter	12/28/2020	306.00
12005	Discount School Supply	12/28/2020	63.86
12006	Dolce Dance Studio	12/28/2020	940.00
12007	Dustin Arth	12/28/2020	270.00
12008	Educational Development Corporation	12/28/2020	367.78
12009	Elemental Science	12/28/2020	96.75
12010	Elizabeth Markfield	12/28/2020	8,960.00
12011	Evolve Dance Company	12/28/2020	900.00
12012	Fresno Music Academy & Arts	12/28/2020	2,344.00
12013	Goodfellow Occupational Therapy, Inc.	12/28/2020	4,665.00
12014	Guido's Martial Arts Academy	12/28/2020	195.00
12015	GW School Supply Inc	12/28/2020	159.94

## Yosemite Valley Charter School

### Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12016	History Unboxed LLC	12/28/2020	178.51
12017	JacKris Publishing, LLC	12/28/2020	21.99
12018	Janell Christensen	12/28/2020	212.69
12019	Jennifer McQuarrie	12/28/2020	33.00
12020	Jessica Cromar	12/28/2020	285.00
12021	Jessica V Riggle	12/28/2020	785.00
12022	Kimberly Schapansky	12/28/2020	100.00
12023	Kumon Center of Clovis	12/28/2020	720.00
12024	Lab Rat Academy	12/28/2020	160.00
12025	Little Passports	12/28/2020	540.11
12026	LitWits Workshops, LLC	12/28/2020	65.00
12027	Logic of English	12/28/2020	83.19
12028	Lotus Educational Services, Inc.	12/28/2020	437.60
12029	Mandi Frost	12/28/2020	220.00
12030	Math Crazy	12/28/2020	480.00
12031	Math-U-See Inc.	12/28/2020	182.00
12032	Melanie Suderman Sweet	12/28/2020	777.50
12033	Melissa Bogle	12/28/2020	450.00
12034	Michael A. Manjarrez	12/28/2020	270.00
12035	Modesto Academy of Music & Design	12/28/2020	700.00
12036	Monterey Bay Taekwondo Academy	12/28/2020	300.00
12037	Moving Beyond the Page	12/28/2020	1,016.26
12038	Nicole the Math Lady LLC	12/28/2020	79.00
12039	Nicolette Pearce	12/28/2020	561.60
12040	Northwest Studio for Ballet	12/28/2020	431.00
12041	Pacific Martial Arts	12/28/2020	825.00
12042	Paul Grether	12/28/2020	135.00
12043	PresenceLearning, Inc.	12/28/2020	3,995.59
12044	PresenceLearning, Inc.	12/28/2020	10,302.36
12045	PresenceLearning, Inc.	12/28/2020	450.00
12046	Procopio, Cory, Hargreaves & Savitch LLP	12/28/2020	5,245.20
12047	Rachel Robbins	12/28/2020	360.00
12048	Rainbow Resource Center	12/28/2020	35.14
12049	Richard Koogler	12/28/2020	925.75
12050	Richard Moreno	12/28/2020	145.00
12051	Rose Music Studios LLC	12/28/2020	900.00
12052	Roxi Slakey	12/28/2020	434.39
12053	Savvas Learning Company LLC	12/28/2020	316.46
12054	ShillerLearning	12/28/2020	717.59
12055	Shirin Schneider	12/28/2020	1,021.00
12056	Silicon Valley High School Inc.	12/28/2020	VOID
12057	Silicon Valley High School Inc.	12/28/2020	7,505.00
12058	Singapore Math, Inc.	12/28/2020	65.87
12059	Steinway Piano Gallery of Fresno	12/28/2020	720.00
12060	Stephanie Williams	12/28/2020	401.11
12061	Susan Hancock	12/28/2020	560.00
12062	Sylvan Learning	12/28/2020	320.00
12063	TalkBox.Mom	12/28/2020	327.56
12064	TDCC LLC	12/28/2020	370.50
12065	Teacher Synergy, LLC	12/28/2020	684.81
12066	Teaching Textbooks	12/28/2020	110.16
12067	The Dance Company	12/28/2020	594.00
12068	The Talk Team	12/28/2020	VOID
12069	The Talk Team	12/28/2020	4,233.75
12070	Think Outside, LLC	12/28/2020	882.70
12071	Timberdoodle.com	12/28/2020	8,421.30

Yosemite Valley Charter School

Check Register

For the period ended December 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
12072	United Conservatory of Music	12/28/2020	1,537.50
12073	Wonder Crate	12/28/2020	149.95
12074	Fresno County Office of Education	12/29/2020	155,445.74
12075	Fresno County Office of Education	12/29/2020	<u>520.00</u>
Total Disbursements Issued in November			<u>\$ 864,119.76</u>



## Yosemite Valley Charter School

## Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Harley Boyer	White	3/30/2020	4/6/2020	\$ -	\$ -	\$ -	\$ -	\$ (280)	\$ (280)
Heartland Charter School	HCS-YVCS	6/30/2020	6/30/2020	-	-	-	-	471,238	471,238
Granite Mountain Charter School	GMCS-YVCS	6/30/2020	6/30/2020	-	-	-	-	196,872	196,872
Triumph Academy	TA-YVCS	6/30/2020	6/30/2020	-	-	-	-	6,572	6,572
CM School Supply #2	24335	6/4/2020	7/4/2020	-	-	-	-	(87)	(87)
Brave Writer LLC	23376939	9/30/2020	9/30/2020	-	-	-	-	229	229
Modesto Academy of Music & Design	103	10/31/2020	10/30/2020	-	-	-	245	-	245
Singapore Math, Inc.	50903	10/1/2020	10/31/2020	-	-	-	74	-	74
Shirley Winters Ballet	16601	10/15/2020	11/1/2020	-	-	159	-	-	159
Brooke Bell	BELL111020	11/10/2020	11/10/2020	-	-	59	-	-	59
Brooke Bell	BELL120120	12/1/2020	12/1/2020	-	35	-	-	-	35
Williamsburg Learning	2319	11/6/2020	12/6/2020	-	1,500	-	-	-	1,500
Williamsburg Learning	2323	11/6/2020	12/6/2020	-	1,125	-	-	-	1,125
Williamsburg Learning	2326	11/6/2020	12/6/2020	-	750	-	-	-	750
Procopio, Cory, Hargreaves & Savitch LI	737963	12/8/2020	12/8/2020	-	144	-	-	-	144
Procopio, Cory, Hargreaves & Savitch LI	737964	12/8/2020	12/8/2020	-	1,260	-	-	-	1,260
Provenance	4151	12/16/2020	12/16/2020	-	500	-	-	-	500
Next Level Homeschool	37	12/17/2020	12/17/2020	-	1,825	-	-	-	1,825
Charter Impact, Inc.	PR121520	12/17/2020	12/17/2020	-	443	-	-	-	443
Alexis Crump	CRUM121270	12/17/2020	12/17/2020	-	380	-	-	-	380
Amy Friesen	FRIE121820	12/18/2020	12/18/2020	-	134	-	-	-	134
Michelle Elrod	ELRO121820	12/18/2020	12/18/2020	-	20	-	-	-	20
Kristen Karr	KARR121820	12/18/2020	12/18/2020	-	51	-	-	-	51
Elizabeth Sanchez	SANC091520	12/18/2020	12/18/2020	-	35	-	-	-	35
Katherine Talbot	TALB121820	12/18/2020	12/18/2020	-	56	-	-	-	56
Sara Maguire	MAGU101520	12/18/2020	12/18/2020	-	530	-	-	-	530
Sara Maguire	MAGU121820	12/18/2020	12/18/2020	-	859	-	-	-	859
Provenance	4034	11/30/2020	12/30/2020	-	2,733	-	-	-	2,733
Molly C. Oliver	003	12/7/2020	1/6/2021	360	-	-	-	-	360
Moving Beyond the Page	241227	12/9/2020	1/8/2021	(6)	-	-	-	-	(6)
Brian Hammons Piano	486	12/9/2020	1/8/2021	300	-	-	-	-	300
Susan Hancock	97	12/9/2020	1/8/2021	150	-	-	-	-	150
Tina M. Carter	055	12/10/2020	1/9/2021	1,110	-	-	-	-	1,110
Playground Training Academy, LLC	YVCSinspire006	12/10/2020	1/9/2021	2,580	-	-	-	-	2,580
Global Teletherapy	4251	12/9/2020	1/9/2021	64,838	-	-	-	-	64,838
Melanie Suderman Sweet	INSP 99	12/11/2020	1/10/2021	300	-	-	-	-	300
Moving Beyond the Page	241589	12/10/2020	1/10/2021	39	-	-	-	-	39
Molly C. Oliver	004	12/11/2020	1/10/2021	540	-	-	-	-	540
Fresno School of Music	200	12/11/2020	1/10/2021	324	-	-	-	-	324
Fresno School of Music	201	12/11/2020	1/10/2021	324	-	-	-	-	324
Fresno School of Music	202	12/11/2020	1/10/2021	282	-	-	-	-	282
Fresno School of Music	203	12/11/2020	1/10/2021	252	-	-	-	-	252
Wendy DeRaud	415	12/11/2020	1/10/2021	450	-	-	-	-	450
Studio on the Hill	fiojan21	12/12/2020	1/11/2021	141	-	-	-	-	141
Studio on the Hill	jayfeb21	12/12/2020	1/11/2021	58	-	-	-	-	58
Studio on the Hill	jayjan21	12/12/2020	1/11/2021	58	-	-	-	-	58

# Yosemite Valley Charter School

## Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Studio on the Hill	lucfeb21hh	12/12/2020	1/11/2021	48	-	-	-	-	48
Studio on the Hill	lucjan21ba	12/12/2020	1/11/2021	48	-	-	-	-	48
Studio on the Hill	lucjan21da	12/12/2020	1/11/2021	68	-	-	-	-	68
Studio on the Hill	lucjan21jan	12/12/2020	1/11/2021	68	-	-	-	-	68
Studio on the Hill	lucjan21jj	12/12/2020	1/11/2021	48	-	-	-	-	48
Studio on the Hill	paroct20	12/12/2020	1/11/2021	158	-	-	-	-	158
Studio on the Hill	parsep20	12/12/2020	1/11/2021	158	-	-	-	-	158
Studio on the Hill	recoct20	12/12/2020	1/11/2021	158	-	-	-	-	158
Studio on the Hill	recsep20	12/12/2020	1/11/2021	158	-	-	-	-	158
Studio on the Hill	remjan21da	12/12/2020	1/11/2021	48	-	-	-	-	48
Studio on the Hill	remjan21jaz	12/12/2020	1/11/2021	48	-	-	-	-	48
Studio on the Hill	remjan21tu	12/12/2020	1/11/2021	48	-	-	-	-	48
Lori Pope	Harrell#1012	12/13/2020	1/12/2021	360	-	-	-	-	360
Studio on the Hill	eatdeja21	12/12/2020	1/12/2021	121	-	-	-	-	121
Brian Hammons Piano	500	12/12/2020	1/12/2021	100	-	-	-	-	100
Bobby Griffin	143	12/14/2020	1/13/2021	260	-	-	-	-	260
Bobby Griffin	144	12/14/2020	1/13/2021	400	-	-	-	-	400
Melanie Suderman Sweet	INSP 105	12/14/2020	1/13/2021	300	-	-	-	-	300
Mr. C's Karate School of Shito-Ryu	17	12/14/2020	1/13/2021	600	-	-	-	-	600
Guido's Martial Arts Academy	CJay010321	12/14/2020	1/13/2021	358	-	-	-	-	358
Guido's Martial Arts Academy	CSmith0121	12/14/2020	1/13/2021	49	-	-	-	-	49
Guido's Martial Arts Academy	GHopkins1201	12/14/2020	1/13/2021	390	-	-	-	-	390
Joshua Heflebower	59	12/14/2020	1/13/2021	113	-	-	-	-	113
eDynamic Learning	20-2355	12/15/2020	1/14/2021	85	-	-	-	-	85
eDynamic Learning	20-2356	12/15/2020	1/14/2021	85	-	-	-	-	85
Maureen M. Solomon	HM-oo1	12/15/2020	1/14/2021	50	-	-	-	-	50
Provenance	4142	12/15/2020	1/14/2021	48	-	-	-	-	48
Santa Cruz Math	1008	12/15/2020	1/14/2021	88	-	-	-	-	88
Braille Consultants, Inc.	81	12/15/2020	1/14/2021	2,040	-	-	-	-	2,040
Brenda Myers	55	12/15/2020	1/14/2021	145	-	-	-	-	145
United Conservatory of Music	11139080	12/15/2020	1/14/2021	450	-	-	-	-	450
United Conservatory of Music	11139085	12/15/2020	1/14/2021	450	-	-	-	-	450
United Conservatory of Music	11139087	12/15/2020	1/14/2021	50	-	-	-	-	50
Brian Hammons Piano	501	12/15/2020	1/14/2021	240	-	-	-	-	240
Chelsea Rotunno	1050	12/15/2020	1/14/2021	360	-	-	-	-	360
Susan Hancock	99	12/15/2020	1/14/2021	440	-	-	-	-	440
Smart Sprouts LLC	209	12/15/2020	1/14/2021	400	-	-	-	-	400
America's Kids in Motion	168-YVS	12/16/2020	1/15/2021	2,338	-	-	-	-	2,338
America's Kids in Motion	169-YVS	12/16/2020	1/15/2021	2,320	-	-	-	-	2,320
America's Kids in Motion	170-YVS	12/16/2020	1/15/2021	1,306	-	-	-	-	1,306
United Conservatory of Music	11139131	12/15/2020	1/15/2021	300	-	-	-	-	300
United Conservatory of Music	11118625	12/16/2020	1/15/2021	500	-	-	-	-	500
United Conservatory of Music	11118656	12/16/2020	1/15/2021	500	-	-	-	-	500
United Conservatory of Music	11118660	12/16/2020	1/15/2021	500	-	-	-	-	500
Trigger Memory Co.	2514	12/16/2020	1/15/2021	32	-	-	-	-	32
Bitsbox	3359	12/16/2020	1/15/2021	168	-	-	-	-	168



## Yosemite Valley Charter School

## Accounts Payable Aging

December 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Provenance	4154	12/16/2020	1/15/2021	166	-	-	-	-	166
Susan Hancock	101	12/16/2020	1/15/2021	350	-	-	-	-	350
Melanie Suderman Sweet	INSP 120	12/16/2020	1/15/2021	320	-	-	-	-	320
Melanie Suderman Sweet	INSP 90	12/16/2020	1/15/2021	300	-	-	-	-	300
Pacific Martial Arts	202012161	12/16/2020	1/15/2021	220	-	-	-	-	220
Playground Training Academy, LLC	YVCS007bobby	12/16/2020	1/15/2021	1,320	-	-	-	-	1,320
History Unboxed LLC	wc-8983HU	12/16/2020	1/15/2021	123	-	-	-	-	123
Joshua Heflebower	60	12/17/2020	1/16/2021	37	-	-	-	-	37
Kevin Freeman	143	12/17/2020	1/16/2021	5,600	-	-	-	-	5,600
Maureen M. Solomon	PM-002	12/17/2020	1/16/2021	135	-	-	-	-	135
Lindsey Bascom	113	12/17/2020	1/16/2021	140	-	-	-	-	140
Richard Moreno	Dec 2020 AS-6	12/17/2020	1/16/2021	145	-	-	-	-	145
Richard Moreno	Dec 2020 MS-4	12/17/2020	1/16/2021	145	-	-	-	-	145
Richard Moreno	Jan 2021 AS-7	12/17/2020	1/16/2021	145	-	-	-	-	145
Richard Moreno	Jan 2021 EB-1	12/17/2020	1/16/2021	120	-	-	-	-	120
Provenance	4158	12/17/2020	1/17/2021	502	-	-	-	-	502
Rich Oliver Racing, Inc.	2020-011-007	12/17/2020	1/17/2021	1,298	-	-	-	-	1,298
Lindsey Bascom	114	12/17/2020	1/17/2021	140	-	-	-	-	140
Starfall Education Foundation	2377-0495-7975	12/17/2020	1/17/2021	35	-	-	-	-	35
Cen Cal Dance Academy	2	12/30/2020	1/29/2021	168	-	-	-	-	168
Total Outstanding Payables in November				<u>\$ 100,506</u>	<u>\$ 12,380</u>	<u>\$ 218</u>	<u>\$ 319</u>	<u>\$ 674,544</u>	<u>\$ 787,967</u>

Yosemite Valley Charter School

*Due (To)/From All Inspire Charter School Locations*

For the period ended December 31, 2020

	Account Balance
Due (to)/from Inspire LA	\$ (205,588)
Due (to)/from Inspire Charter Services	4,439,785
<b>Total Due (to)/from Balance</b>	<b><u>\$ 4,234,197</u></b>

# Cover Sheet

## Payroll Transition 2022-2023 (p. 35-37)

<b>Section:</b>	II. Finance
<b>Item:</b>	B. Payroll Transition 2022-2023 (p. 35-37)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Payroll Transition - Yosemite.pdf



## Payroll Transition 2022-2023

Purpose for the reconfiguration: The cost-contain for payroll costs as well as reduce the need to factor (borrow) funding due to cash flow shortfalls.

### Current Salary Payments

- Made over 24 pay periods
- Each pay period represents 4.167% of an individual's annual salary

New system - Starting the 22-23 school year salary payments will be over 21 pay periods instead of 24 pay periods

- The first paycheck during the 22-23 school year will be received by August 25, 2022, and represent 4.76% of an individual's salary.

If you would like to equalize your paychecks to cover the three pay periods without pay you may use the chart below to figure out a savings percentage.

For example, imagine your net pay (after taxes) is \$2,285.72. If you start saving in January of 2021 you would set aside 7.69% of each check between 01/2020 and 6/2022, putting  $\$2,285.72 \times .0769 = \$175.77$  away from each check, leaving you \$2,109.95 to spend. At the end of 36 months, you would have \$6,327.72 in savings to cover the three pay periods without checks.

If you start saving in July 2021 you would put 11.11% of your check into savings to obtain the same result.  $\$2,285.72 \times .1111 = \$253.94$  away each check. You would have \$2,031.78 of your paycheck left to spend, and at the end of 24 months of saving you would have \$6,094.56 in savings to cover the three pay periods without checks.

Savings Start Date	Number of Checks to Save	Percent of Net Income (after taxes) to Save Per Check
January 2021	36	7.69%
February 2021	34	8.11%
March 2021	32	8.57%
April 2021	30	9.09%
May 2021	28	9.68%
June 2021	26	10.34%

July 2021	24	11.11%
August 2021	22	12.00%
September 2021	20	13.04%
October 2021	18	14.29%
November 2021	16	15.79%
December 2021	14	17.65%
January 2022	12	20.00%
February 2022	10	23.08%
March 2022	8	27.27%
April 2022	6	33.33%
May 2022	4	42.86%
June 2022	2	60.00%

1

Credit Unions [Summary](#):

- It appears that no local credit unions can compare to the program offered by California Credit Union.
- None of the credit unions offered an interest rate close to 4% and in fact were in the .05 to .10 percent range.
- Most were no cost/fee plans and had few restrictions other than the number of transfers monthly.
- All can be opened with minimum deposits.

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<sup>1</sup> Revised Jan. 19, 2021

## Cover Sheet

### Educationally Related Mental Health Services Funds Proposal (p. 38-51)

<b>Section:</b>	II. Finance
<b>Item:</b>	C. Educationally Related Mental Health Services Funds
Proposal (p. 38-51)	
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	FH2T_SEL ERMHS 1 Proposal.pdf

# **FH2T Proposal:**

## **Allocation of ERMHS 1 Funds**

**01.11.2021**



“

**“Intertwining social and emotional learning and academics advances the ability of our students to adapt to change with the essential skills to effectively manage new challenges.”**

**Dr. Karen Burles**, Vice President of Data Analysis and Academic Planning at Scholastic



**Our  
students  
are in  
crisis...**

The number of students and families reporting mental health concerns and problems keeps increasing. COVID-19 has only exacerbated the need. We have answered the call to help.

The SELPA has provided \$10 ADA (last audit year) per student based on SEL and Students in Crisis work we are already doing. This money will allow us to expand our safety net.



# 3,161

Total number of students for both charters as of January 2021.

Yosemite Valley Charter School: 2,240

Monarch River Academy: 921

# 3,101

Total number of students (both charters) for whom we are able to get ERMHS 1 funds based on last audit count.

Yosemite Valley Charter School: 2,206

Monarch River Academy: 895

**\$ 22,060**

Yosemite ERMHS1 fund based on \$10 per student ADA

**\$ 8,950**

Monarch River ERMHS 1 funds based on \$10 per student ADA.

**\$ 31,010**

Total ERMHS 1 Funds

# SEL Proposal

Supporting Current SEL Initiatives/Projects and Creating New Resources

#1

## SEL Curriculum

### Move this World

“...Move This World provides **social emotional learning (SEL)** with the use of interactive videos, movement, and creative expression to help students, educators and families develop emotional intelligence skills for long-term wellbeing...”

### CounSEL

“...We created the CounSEL curriculum to help fill the need for Social Emotional Learning in grades 6 through 12, primarily to teach students how to effectively cope with the stressors and challenges they face on a daily basis. The life of teenager can be difficult and confusing. And in some cases, overwhelming to the point of crisis..”

**Move this World Cost:** The total pricing for grades 9-12 for both Yosemite Valley and Monarch River would be \$7,509. As per our conversation- if we decide to move forward with Move This World- they can get our campuses started asap and active through the 21/22 school year. [Click here for more information on the program.](#)

**CounSEL Cost:** \$10 per student, recommendation of a pilot program for K-8 students. Pilot to include 100 students

**Total Cost: \$8,509**

**#2**

## **School Psychologist Stipends**

### **School Psychologist Stipends**

Currently SPED School Psychologists are performing double duty. First as assessors for IEP referrals and second as psychologists on the Students in Crisis team. Their time is limited and they are working after hours to help families and students in crisis.

To compensate for their extra work and to incentivize further collaboration, a stipend would signify the charter school's commitment to supporting the SEL/SIC staff.

**Cost:**  
**\$5000 yearly stipend x 2 School Psychologists = \$10,000**

**#3**

## **School Wide Professional Development**

### **School Wide Professional Development**

A respected authority in SEL will be contracted with to speak to our staff during an all staff meeting. This keynote speaker will provide the energy and momentum to kick up the school wide SEL PD series hosted by the FH2T SPED Transition Team.

Following this PD the FH2T Transition Team will create a PD series highlighting and exploring topics covered during the keynote address.

**Cost: \$2,000-3,000**



## Reimbursement for Brandman University SEL Certificate

#4

### Reimbursement for Brandman Certificate

Cost: 3 credits \$459 minus 10% for new students  
= \$ 413.10 per individual

4 teachers  
1 job coach  
= \$2,065

### Anxiety Awareness: Empowering Students with Help and Hope

#### **Anxiety Awareness: Empowering Students with Help and Hope**

This course will give educators the tools they need to support students who have anxiety, including foundational knowledge about anxiety, its symptoms, and a look at Cognitive Behavioral Therapy (CBT). Utilizing clips from the documentary, "[Angst: Raising Awareness Around Anxiety](#)," educators will be ready to implement strategies for teaching coping skills, ideas for accommodations, and considerations for tools and processes to support students who have anxiety.

Upon successful completion of the course students can earn 3 graduate-level professional development credits from Brandman University. These credits can be used toward teaching license renewal or salary advancement.\*

**Register Today**

**Receive 10% off any 3 credit online course for new customers**  
**Coupon code: LEBRANDMAN \*\***

\*Students should seek approval from appropriate district officials before enrolling in these courses.  
Powered by BoardOnTrack  
This offer is valid through December 31, 2020. No other discounts apply.

**#5**

## **Parent Training Workshops**

### **Parent Training Workshops**

A respected authority in SEL will be contracted with to speak to our families. This keynote speaker will provide the energy and momentum to kick off the school wide SEL PD series hosted by the FH2T SPED Transition Team.

Following this PD the FH2T Transition Team will create a PD series highlighting and exploring topics covered during the keynote address.

**Cost: \$2,000-\$3000 for the SEL Keynote Speaker**

# **Thanks!**

**Any questions?**



## Cover Sheet

### Publication of School Accountability Report Card (SARC) (p. 52-76)

<b>Section:</b>	III. Academic Excellence
<b>Item:</b>	A. Publication of School Accountability Report Card (SARC) (p. 52-76)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	SARC Yosemite 2019.pdf



[SARC Home](#) » Yosemite Valley Charter

## 2019–2020 School Accountability Report Card

[Translation Disclaimer](#)

### School Accountability Report Card Reported Using Data from the 2019–2020 School Year California Department of Education

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

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

#### DataQuest

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

#### California School Dashboard

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

### Dr. Laurie Goodman, Executive Director

- Principal, Yosemite Valley Charter



### About Our School

Dear Families,

We are so happy you are here! It is our purpose to meet the needs of the whole child with choice and high achievement as you move through this exciting adventure of educating your children. We realize that each family's educational journey is unique. Regardless of how or where you have chosen to educate your child, it is our hope that you will find relevant resources, school contacts, expert professionals, and local supports of value to you and your family. Most of all we hope you find encouragement and a high level of excellence in education.

It is our desire to serve, support, and inspire you on this AMAZING journey! We would like to hear from you to ensure the website continues to be both relevant and valuable. Please send us an email or give us a call to share your thoughts, ideas, and questions with us!

Partnering with you,

Dr. Laurie Goodman  
Executive Director, Yosemite Valley Charter School  
laurie@inspireschools.org

## Contact

Yosemite Valley Charter  
3610 E. Ashlan Ave  
Fresno, CA 93726

Phone: 559-559-999-5030

Email: [laurie@yosemitevalleycharter.org](mailto:laurie@yosemitevalleycharter.org)

## About This School

### Contact Information (School Year 2020–2021)

District Contact Information (School Year 2020–2021)	
District Name	Westside Elementary
Phone Number	(559) 884-2492
Superintendent	Baldomero Hernandez
Email Address	<a href="mailto:bhernandez@westside-elem.com">bhernandez@westside-elem.com</a>
Website	<a href="http://www.westside-elem.k12.ca.us/">www.westside-elem.k12.ca.us/</a>

School Contact Information (School Year 2020–2021)
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<b>School Name</b>	Yosemite Valley Charter
<b>Street</b>	3610 E. Ashlan Ave
<b>City, State, Zip</b>	Fresno, Ca, 93726
<b>Phone Number</b>	559-559-999-5030
<b>Principal</b>	Dr. Laurie Goodman, Executive Director
<b>Email Address</b>	<a href="mailto:laurie@yosemitevalleycharter.org">laurie@yosemitevalleycharter.org</a>
<b>Website</b>	<a href="http://yosemitevalleycharter.org">http://yosemitevalleycharter.org</a>
<b>County-District-School (CDS) Code</b>	10625470135103

*Last updated: 1/25/2021*

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

Yosemite Valley Charter School is a tuition-free, public charter school serving transitional kindergarten through 12th-grade and we take great pride in being able to offer our students flexible personalized learning experiences through our many unique and dynamic programs. We are here to serve, support, and inspire the community within our school and all families on an educational journey with their children.

### Mission

Yosemite Valley Charter School provides a flexible personalized learning experience, empowering families to tailor a program designed around the specific needs of each student. In collaboration with highly qualified credentialed teachers, students engage in diverse and dynamic learning pathways and unparalleled enrichment opportunities to achieve personal and academic success.

### Vision

Yosemite Valley Charter School develops the individual gifts of students to become critical thinkers, responsible citizens, and innovative leaders prepared for academic and real-life success in the 21st century.



## Schoolwide Learner Outcomes

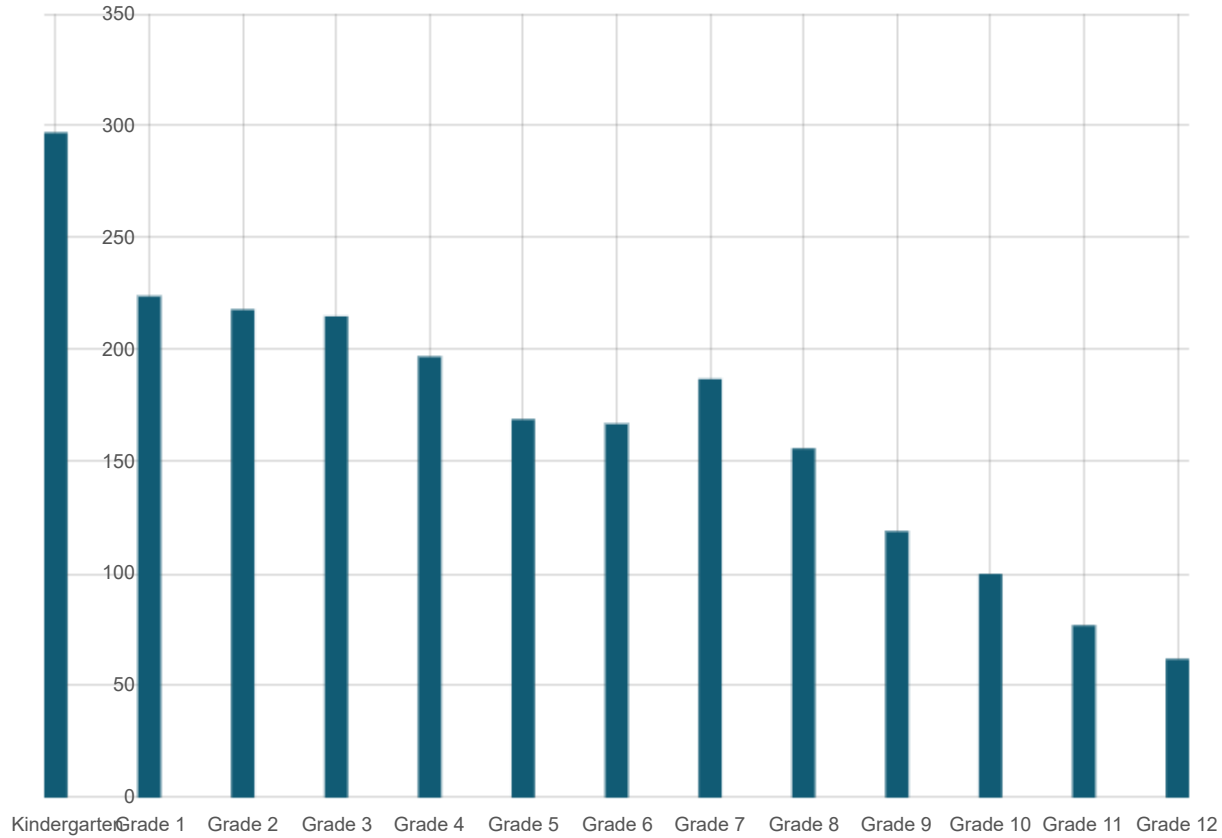
Yosemite Valley Charter School, we have goals for our students that are known as Schoolwide Learner Outcomes (SLOs). SLOs are a part of our school culture: they reflect our school vision, the College and Career Readiness Standards, and the education of the whole child. Our students are:

- Navigators of the Digital World - Navigators of the digital world who are proficient in the use of technology, media, and online resources.
- Self-Directed - Self-directed and motivated students who are able to set attainable goals to achieve academic success.
- Personalized Learners - Personalized learners who are able to thrive in the style of education that best fits their individual needs.
- Independent Critical Thinkers - Independent critical thinkers who have the ability to problem-solve, take ownership, and apply their knowledge to a variety of problems.
- Responsible Citizens - Responsible citizens who demonstrate integrity and respect while actively seeking knowledge of local and global issues.
- Effective Communicators - Effective communicators who can thoughtfully articulate their thinking with confidence while collaborating with peers.

*Last updated: 1/25/2021*

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

Grade Level	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9
Number of Students	297	224	218	215	197	169	167	187	156	119
◀ ▶										



Last updated: 1/25/2021

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

Student Group	Black or African American	American Indian or Alaska Native	Asian	Filipino	Hispanic or Latin American
Percent of Total Enrollment	3.10 %	0.60 %	2.60 %	0.80 %	28.20 %
	◀ ▶				
Student Group (Other)	Socioeconomically Disadvantaged	English Learners	Students with Disabilities	Foster Youth	Homeless
Percent of Total Enrollment	45.20 %	1.50 %	7.80 %	0.10 %	0.10 %
	◀ ▶				

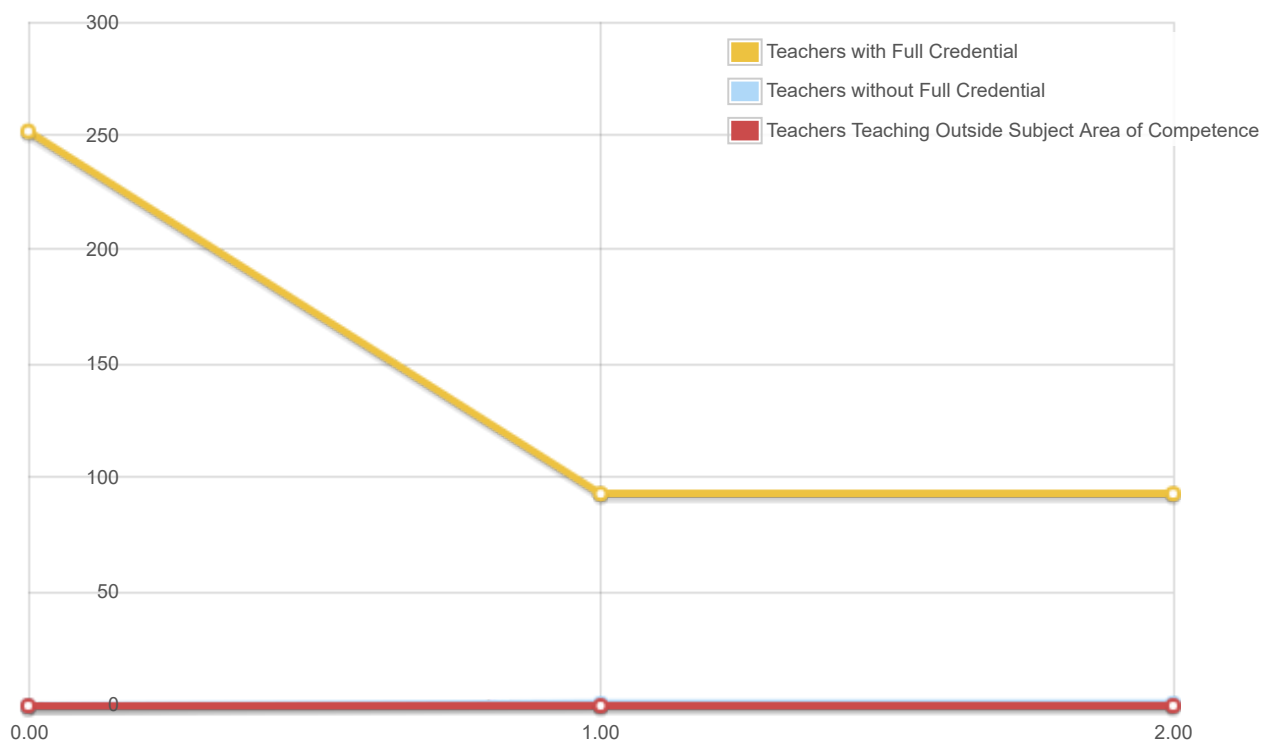
### State Priority: Basic

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

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

### Teacher Credentials

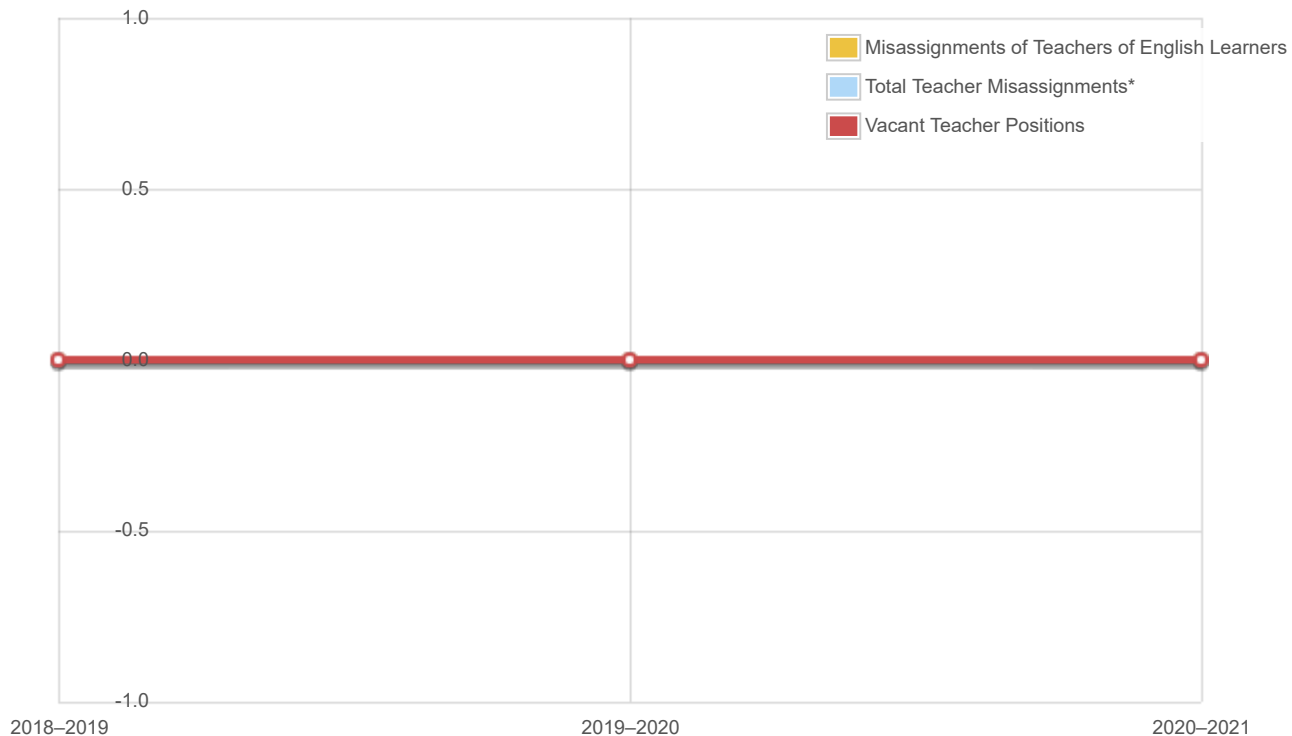
Teachers	School 2018– 2019	School 2019– 2020	School 2020– 2021	District 2020– 2021
With Full Credential	252	93	93	108
Without Full Credential	0	1	1	1
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0



Last updated: 1/25/2021

### Teacher Misassignments and Vacant Teacher Positions

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



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

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

Last updated: 1/25/2021

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

Year and month in which the data were collected: June 2019

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Mody Max</li> <li>Reading Horizons</li> <li>Bridgeway</li> </ul>	Yes	0.00 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Mathematics	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Mody Max</li> <li>Bridgeway</li> </ul>	Yes	0.00 %
Science	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Mody Max</li> <li>Bridgeway</li> </ul>	Yes	0.00 %
History-Social Science	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Mody Max</li> <li>Reading Horizons</li> <li>Bridgeway</li> </ul>	Yes	0.00 %
Foreign Language	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Bridgeway</li> </ul>	Yes	0.00 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Health	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> <li>Bridgeway</li> </ul>	Yes	0.00 %
Visual and Performing Arts	<ul style="list-style-type: none"> <li>McGraw-Hill</li> <li>ALEKS</li> <li>Edgenuity</li> <li>K12</li> <li>StrongMind</li> <li>Acellus</li> <li>Odyseyware</li> <li>Lincoln Empowered</li> </ul>	Yes	0.0 %
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0.0 %

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

*Last updated: 1/25/2021*

## School Facility Conditions and Planned Improvements

Yosemite Valley Charter is a non-classroom based program.

*Last updated: 1/25/2021*

## State Priority: Pupil Achievement

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

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

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

<b>Subject</b>	<b>School 2018– 2019</b>	<b>School 2019– 2020</b>	<b>District 2018– 2019</b>	<b>District 2019– 2020</b>	<b>State 2018– 2019</b>	<b>State 2019– 2020</b>
English Language Arts / Literacy (grades 3-8 and 11)	40.0%	N/A	35.0%	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	18.0%	N/A	14.0%	N/A	39%	N/A

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

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

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

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

*Last updated: 1/25/2021*

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

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

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

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

*Last updated: 1/25/2021*



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

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

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

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

*Last updated: 1/25/2021*

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

Subject	School 2018–2019	School 2019–2020	District 2018–2019	District 2019–2020	State 2018–2019	State 2019–2020
Science (grades 5, 8, and high school)	27	N/A	23	N/A	30	N/A

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

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

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

*Last updated: 1/25/2021*

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

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

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
Foster Youth	N/A	N/A	N/A	N/A	N/A
Homeless	N/A	N/A	N/A	N/A	N/A

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

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

*Last updated: 1/25/2021*

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

Measure	CTE Program Participation
Number of Pupils Participating in CTE	48
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	2.00%
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	7.70%

*Last updated: 1/25/2021*

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

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	96.93%
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	20.69%

**State Priority: Other Pupil Outcomes***Last updated: 1/25/2021*

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

- Pupil outcomes in the subject area of physical education

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

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
-------------	--	--	---

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

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

*Last updated: 1/25/2021***State Priority: Parental Involvement**

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

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

**Opportunities for Parental Involvement (School Year 2020–2021)**

Yosemite Valley Charter ensures parents, legal guardians, and teachers have an opportunity to participate in the governance of the school. Some of the voting members of the board of directors are parents/guardians. The parent representatives provide insight into students and families as it is related to program planning, design, and implementation. Parents/guardians assist with field trips, community events, and other school-related activities. Parent satisfaction surveys are provided electronically to all parents annually in the spring. The surveys are developed specifically to assess parent input on the effectiveness of all aspects of the school from their perspective, related to their experience. The results of the survey are reviewed along with information on program effectiveness from a variety of in-house assessments such as student and staff engagement surveys, summative and formative assessment data. Survey results are shared with families and the community. In addition, the school has partnered with local community organizations and businesses to provide educational workshops, specialty program tracks, and outreach that enrich the students' educational experience.

*Last updated: 1/25/2021***State Priority: Pupil Engagement**

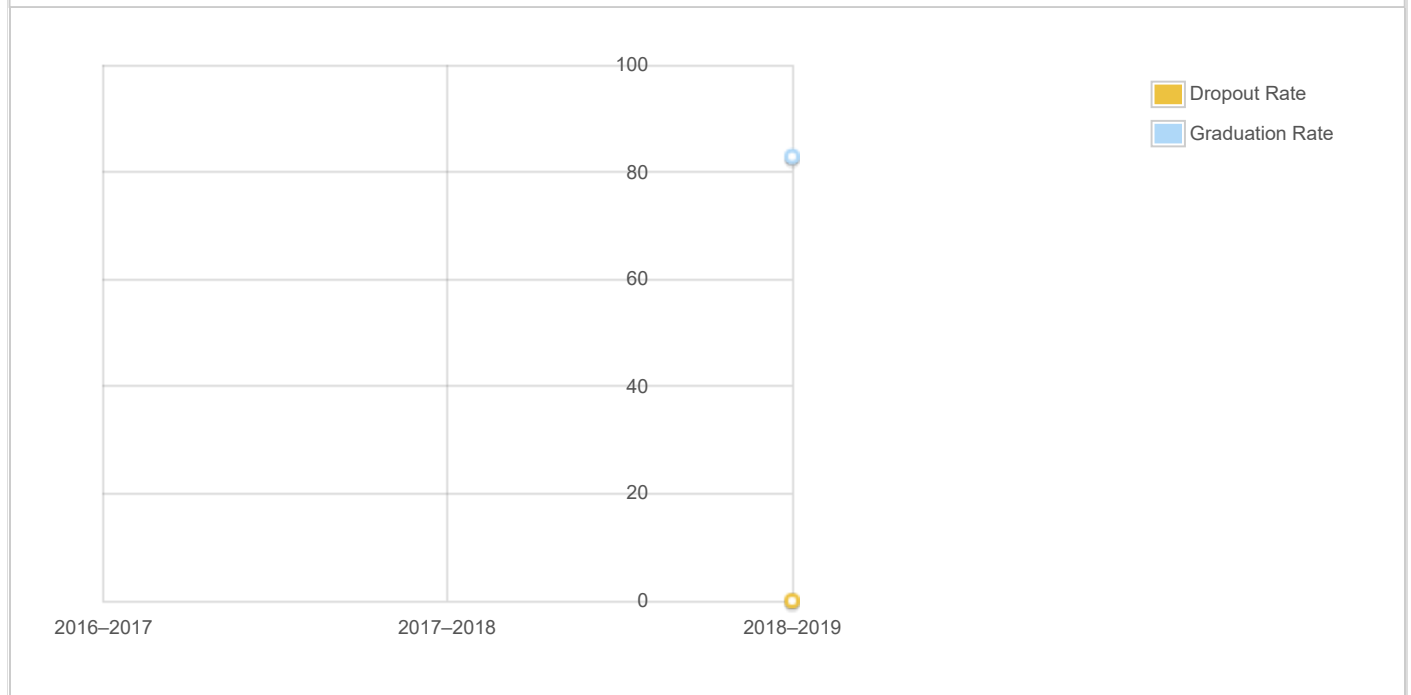
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

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

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

Indicator	School 2016– 2017	School 2017– 2018	School 2018– 2019	District 2016– 2017	District 2017– 2018	District 2018– 2019	State 2016– 2017	State 2017– 2018	State 2018– 2019
Dropout Rate	--	--	0.00%	38.40%	34.40%	20.90%	9.10%	9.60%	9.00%
Graduation Rate	--	--	82.90%	27.10%	31.30%	33.90%	82.70%	83.00%	84.50%

#### Dropout/Graduation Rate (Four-Year Cohort Rate) Chart



Last updated: 1/25/2021

### State Priority: School Climate

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

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

#### Suspensions and Expulsions

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

Rate	Suspensions	Expulsions
<b>School 2017–2018</b>	0.00%	0.00%
	0.00%	0.00%
<b>School 2018–2019</b>	0.10%	0.00%
	0.10%	0.00%
<b>District 2017–2018</b>	3.50%	0.10%
	3.50%	0.10%
<b>District 2018–2019</b>	3.50%	0.10%

**State  
2017–2018**

**Suspensions and Expulsions for School Year 2019–2020 Only**

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

Rate	Suspensions	Expulsions
<b>School 2019–2020</b>	0.00%	0.00%
	0.00%	0.00%
<b>District 2019–2020</b>	--	--

**State  
2019–2020**

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

**The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.** *Last updated: 1/25/2021*

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

Subject	English	Mathematics	Science	Social Science
<b>Average Class Size</b>	2.00	2.00	2.00	1.00
<b>Number of Classes * 1-22</b>	53	59	46	43
<b>Number of Classes * 23-32</b>				
<b>Number of Classes * 33+</b>				

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

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

Subject	English	Mathematics	Science	Social Science
<b>Average Class Size</b>	2.00	2.00	2.00	2.00
<b>Number of Classes * 1-22</b>	135	134	111	109
<b>Number of Classes * 23-32</b>				
<b>Number of Classes * 33+</b>				

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

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

Subject	English	Mathematics	Science	Social Science
<b>Average Class Size</b>	2.00	2.00	2.00	2.00
<b>Number of Classes * 1-22</b>	168	164	143	157
<b>Number of Classes * 23-32</b>				
<b>Number of Classes * 33+</b>				

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

*Last updated: 1/25/2021***Ratio of Pupils to Academic Counselor (School Year 2019–2020)**

Title	Ratio
Pupils to Academic Counselor*	300

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

*Last updated: 1/25/2021***Student Support Services Staff (School Year 2019–2020)**

Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)
0.80

Number of FTE* Assigned to School	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	1.50
Psychologist	1.80
Social Worker	
Nurse	1.00
Speech/Language/Hearing Specialist	1.20
Resource Specialist (non-teaching)	
Other	20.10

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

*Last updated: 1/25/2021*

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

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$9800.00	\$645.00	\$9155.00	\$58500.00
District	N/A	N/A	\$9800.00	\$55714.00
Percent Difference – School Site and District	N/A	N/A	0.00%	1.05%
State	N/A	N/A	\$7750.12	\$71448.00
Percent Difference – School Site and State	N/A	N/A	1.26%	0.81%

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

*Last updated: 1/25/2021*

### Types of Services Funded (Fiscal Year 2019–2020)

Yosemite Valley Charter School provides comprehensive services to support students' academic development. Eligible students receive special education services to support their Individualized Education Plan (IEP), students are provided resources such as textbooks, technology, and related educational materials. In addition, the school regularly measures student proficiency in English Language Arts and Mathematics regularly through a variety of metrics including online



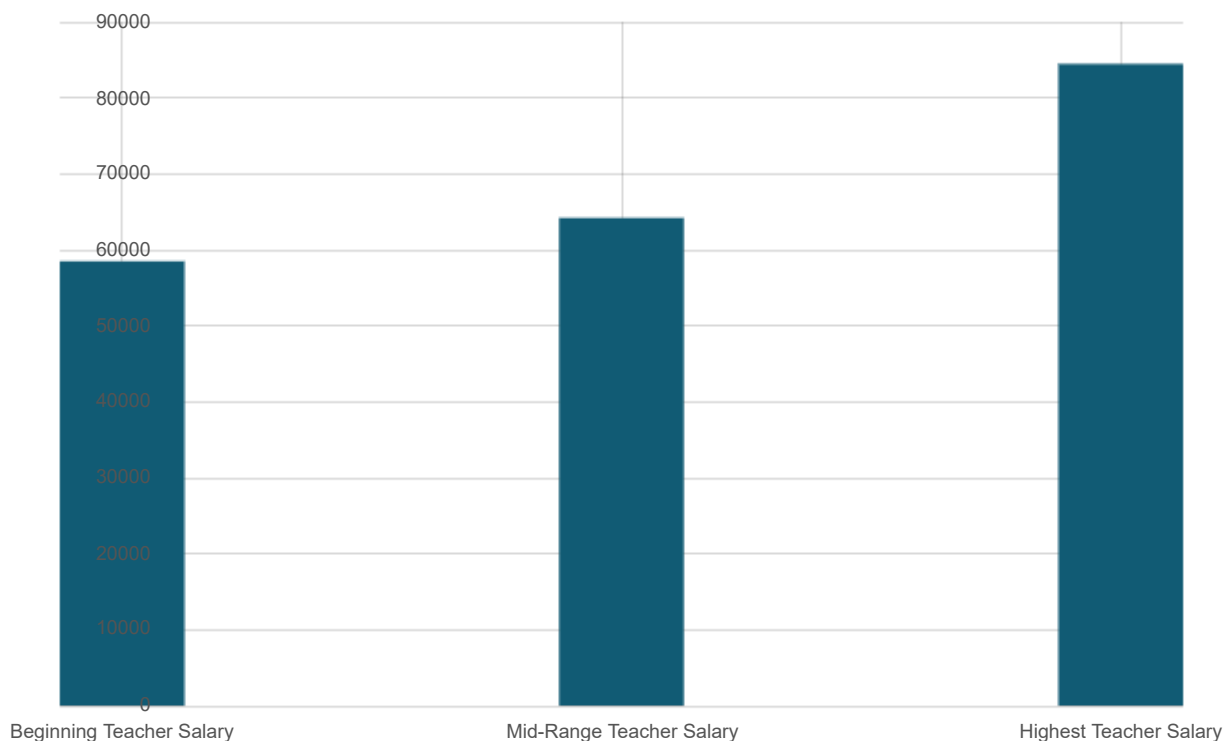
benchmark assessment twice per year. Students who receive a score indicating a grade level proficiency that is two or more levels below their current grade level on any one standard are provided support including a specialized curriculum, tutoring, and/or an academic coach. Individualized supports focus on a student's demonstrated area of need and are available in virtual tutoring or online intervention program. The school has partnered with local community organizations and businesses to provide educational workshops, and outreach that enriches the students' educational experience.

*Last updated: 1/25/2021*

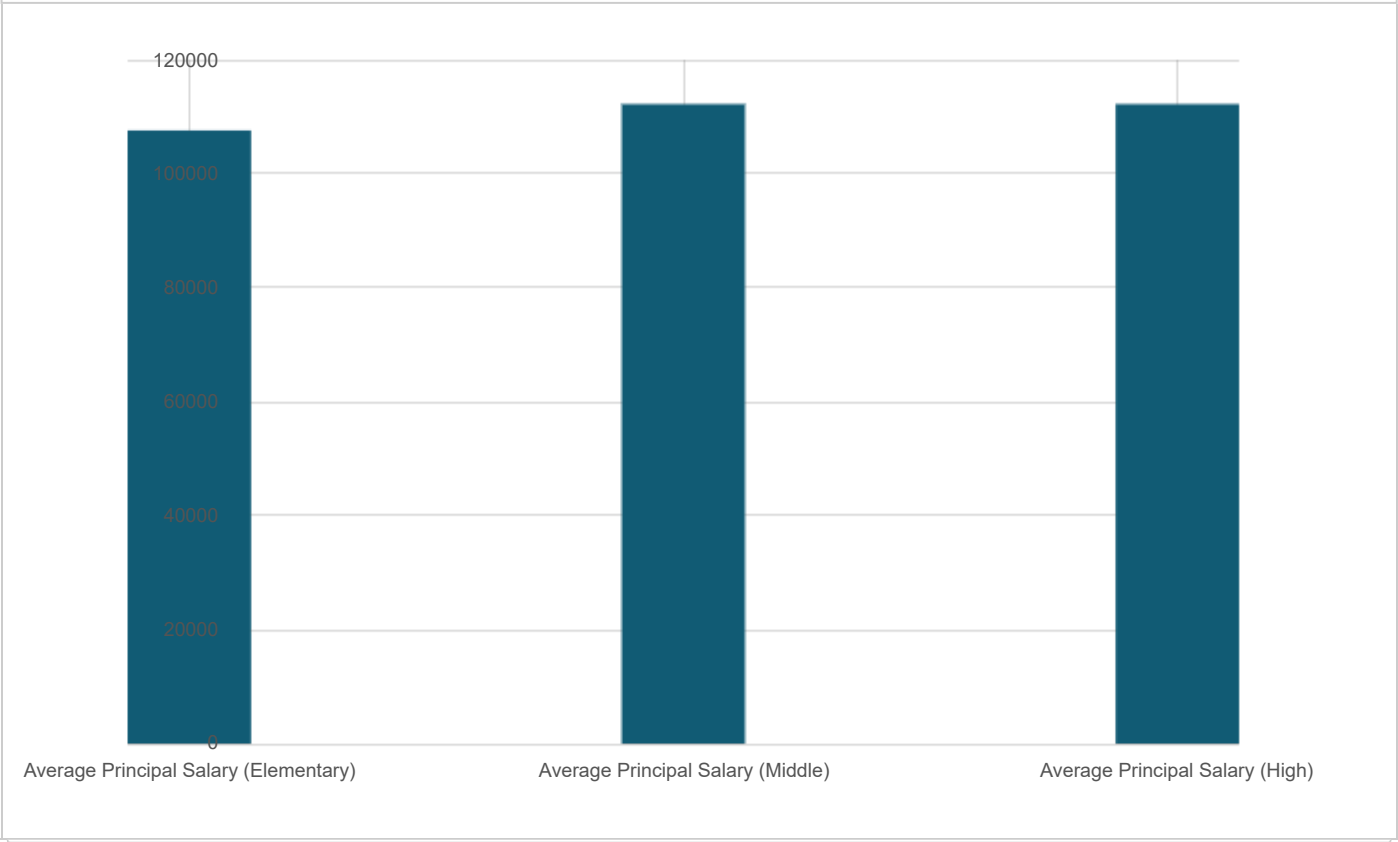
**Teacher and Administrative Salaries (Fiscal Year 2018–2019)**

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$58,500	\$46,965
Mid-Range Teacher Salary	\$64,210	\$67,638
Highest Teacher Salary	\$84,472	\$88,785
Average Principal Salary (Elementary)	\$107,614	\$112,524
Average Principal Salary (Middle)	\$112,242	\$117,471
Average Principal Salary (High)	\$112,242	--
Superintendent Salary	\$150,000	\$128,853
Percent of Budget for Teacher Salaries	22.00%	30.00%
Percent of Budget for Administrative Salaries	11.00%	6.00%

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

**Teacher Salary Chart**

Principal Salary Chart



Last updated: 1/25/2021

**Advanced Placement (AP) Courses (School Year 2019–2020)****Percent of Students in AP Courses** 1.40%

Subject	Number of AP Courses Offered*
Computer Science	0
English	1
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	1
Social Science	2
Total AP Courses Offered*	4

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

Last updated: 1/25/2021

**Professional Development**

Measure	2018–2019	2019–2020	2020–2021
Number of school days dedicated to Staff Development and Continuous Improvement	14	14	14

Questions: SARC TEAM | [sarc@cde.ca.gov](mailto:sarc@cde.ca.gov) | 916-319-0406

California Department of Education  
1430 N Street  
Sacramento, CA 95814

# Cover Sheet

## Title IX Policy (p. 77-80)

<b>Section:</b>	III. Academic Excellence
<b>Item:</b>	B. Title IX Policy (p. 77-80)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Title IX Policy - Yosemite.pdf



## Title IX Policy

Title IX is a federal law that was passed in 1972 to ensure that male and female students and employees in educational settings are treated equally and fairly. It protects against discrimination based on sex (including sexual harassment). In addition, Title IX protects transgender students and students who do not conform to sex stereotypes. State law also prohibits discrimination based on gender (sex), gender expression, gender identity, and sexual orientation.

The purpose of the Yosemite Valley Charter School Governing Board approving this Residency Policy is to accomplish the following:

1. Establish a Title IX Coordinator
2. Outline Student and Employee Title IX Rights
3. Establish the Procedures for Filing a Complaint
4. Provide Resources for Additional Information
5. Establish the Notice of Nondiscrimination

**1. Title IX Coordinator:** The Charter School will provide a Title IX Coordinator.

**Title IX Coordinator – Dr. Laurie Goodman**

**Email - [laurie@inspireschools.org](mailto:laurie@inspireschools.org)**

**Phone Number – (559) 999-5030**

**2. Student and Employee Title IX Rights:** Under California Education Code section 221.8:

- a. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex
- b. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities
- c. You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - i. Equipment and supplies
  - ii. Transportation and daily allowances
  - iii. Access to tutoring
  - iv. Coaching
  - v. Medical and training facilities and services
  - vi. Publicity
- d. You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- e. You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- f. You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- g. You have the right to pursue civil remedies if you have been discriminated against.

- h. You have the right to be protected against retaliation if you file a discrimination complaint.
- 3. Filing a Complaint:** If you feel you were discriminated against in violation of Title IX, please contact the Title IX Coordinator. It is the coordinator's primary responsibility to ensure the Charter School complies with the requirements of Title IX.
- 4. How the School Investigates a Complaint:** Within 60 days from the date of receipt of the complaint, the School shall conduct and complete an investigation of the complaint and prepare a written decision. During this process, the person responsible for the filing of the complaint is to be given the opportunity to provide evidence that person believes supports the allegations. Complaints pertaining to Title IX issues should be filed by using the School's Uniform Complaint Procedures and those procedures will be followed to resolve the complaint.

You may also file a complaint of discrimination with the US Department of Education Office for Civil Rights (“OCR”).

**5. How do I file a complaint of discrimination with the US Department of Education Office for Civil Rights (“OCR”)?**

You may contact an OCR [enforcement office](#) to obtain a complaint form or you may file a discrimination complaint by using the [on-line complaint form](#).

## What do I need to include in my complaint?

You should let us know which school, college or other institution you are complaining about, the person(s) who has been discriminated against, when the discrimination occurred, and you should sign and date the letter and let us know how we can reach you by phone and letter so that we can contact you. If filing on-line, you will still need to provide an original signature by mail, which may be done by printing and mailing a “Consent Form” linked from the bottom of the on-line complaint form.

## How soon after the discrimination do I need to file?

You need to file your complaint within 180 calendar days after the discrimination. There are certain limited circumstances that allow our agency to grant a waiver. If you need more information about your situation, contact the OCR [enforcement office](#) responsible for the state in which the institution is located.

## How promptly will OCR respond to my complaint?

OCR will promptly acknowledge receiving your complaint and will contact you by letter or telephone to let you know whether we will proceed further with your complaint.

## What is OCR's role during the complaint process?

OCR's role is to be a neutral fact-finder and to promptly resolve complaints. OCR has a variety of options for resolving complaints, including facilitated resolutions and investigations. OCR does not act as an advocate for either party during the process.

**What if I am already pursuing my complaint within the school district or college or with another agency?**

OCR does not handle cases that are being addressed by another agency or within a school's or college's formal grievance procedure if OCR anticipates that the agency you filed with will provide you with a resolution process comparable to OCR's. Once the other complaint process is completed, you have 60 days to refile your complaint with OCR. OCR's first step will be to determine whether to defer to the result reached in the other process.

**Do I have to file an OCR complaint before I can file a claim in court?**

The regulations under Title VI, Title IX, Section 504 and Title II do not require you to file with OCR prior to filing a claim under these laws in Federal court. The regulations under the Age Discrimination Act, however, allow you to file a claim in Federal court under that law only after: 1) 180 days have elapsed since you filed the complaint with OCR and OCR has made no finding, or 2) OCR issues a finding in favor of the recipient. If this occurs, OCR will promptly notify you and remind you of your right to file in court. If you are considering filing in court, bear in mind that OCR does not represent complaining parties or provide advice regarding court filings. You would need to use the services of your own attorney. Also, if you proceed with your claim in a court, OCR will not continue to pursue your OCR complaint.

**6. Resources for Additional Information:**

- a. US Department of Education Office for Civil Rights complaint form: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
- b. The OCR office for California is located at:
 

San Francisco Office  
Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102  
Telephone: 415-486-5555  
FAX: 415-486-5570; TDD: 800-877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)
- c. California Department of Education, Equal Opportunity & Access: <https://www.cde.ca.gov/re/di/eo/index.asp>
- d. U.S. Department of Education, Office for Civil Rights, *Title IX Resource Guide* (Apr. 2015).  
<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf>

7. **Notice of Nondiscrimination:** The Charter School District fully complies with Title IX. The Charter School District does not discriminate on the basis of sex in the education programs or activities it operates. The Charter School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the OCR.



# Cover Sheet

## High School Tutors for Intervention Policy (p. 81-83)

**Section:** III. Academic Excellence  
**Item:** C. High School Tutors for Intervention Policy (p. 81-83)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
DRAFT - High School Tutor Policy - Yosemite Valley (Bryanna Suggestions).pdf



## High School Tutors for Intervention Policy

Yosemite Valley Charter School is committed to providing high quality intervention for struggling students.

The purpose of the Yosemite Valley Charter School Governing Board approving the High School Tutors for Intervention Policy is to accomplish the following:

1. Provide an Overview of the High School Tutors for Intervention Program
  2. Establish the Goals of the High School Tutors for Intervention
  3. Outlines the Specific Requirements of the Program
  4. Outline the Future Details of the Program
1. **Overview of the High School Tutors for Intervention Program:** ~~We have interviewed and have begun the hiring process for 13~~ The Charter School will hire high school students who are qualified to tutor students in Math, English, Science and History. These ~~students will be local students enrolled in the Charter School and local high schools. are both from our charters and from schools in our local areas.~~ These students will have work permits and a LifeScan submitted to our HR department. Each ~~student will be required to have~~ ~~has~~ earned superior grades in courses at least two levels ahead of the course they will tutor. ~~It will be preferred that these students~~ ~~Many~~ have passed AP courses and/or Community College courses in their areas of expertise.
  2. **Goals of the High School Tutors for Intervention:** The goal of the High School Tutor Program is to use these tutors to help our students via Zoom ~~as part of the intervention program interventions to help raise struggling student's~~ ~~bring up their~~ test scores and grades. ~~We made sure that they had at least 2-3 days available between the hours of 3:00pm and 5:00pm, allowing for some flexibility for these hours.~~
  3. **Specific Requirements of the Program:** These high school tutors will earn \$15 per hour and will work no more than 10 -15 hours per week. ~~We will begin training them in the next couple of weeks in:~~ These tutors will be trained on the following:
    - Professionalism in Communication with our families and to always include the parents in all communications.
    - Professionalism in Zoom
    - How to check for understanding
    - How to share the 'rules' of behavior before each tutoring session
    - How to use white board to show each step of learning

Only students in intervention will use these tutors at this time. HST's will order tutoring through the EOS in four 1 hour sessions at a time and will be charges \$18 per hour x 4 = \$72. Tutors will record every session and submit it into a Google form to verify each session and to have accountability. ~~We are also~~ ~~The Charter school~~ recommendsing that parents attend these sessions with their students.

4. **Future Details:** The Charter School will develop a process where ~~We are working on ways that~~ HSTs can assign their students to specific students through Google Calendar or Calendly according to each students' availability and on ways to verify and monitor progress.

## Cover Sheet

### Promotion & Grade Level Acceleration Policy (p. 84-89)

**Section:** III. Academic Excellence  
**Item:** D. Promotion & Grade Level Acceleration Policy (p. 84-89)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
Revised Promotion & Grade Level Acceleration Policy - Yosemite.pdf



## Promotion & Grade Level Acceleration ~~and Retention~~ Policy

Yosemite Valley Charter School is committed to making individual decisions on grade level acceleration based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, when high academic achievement is evident, staff may request a student for acceleration into a higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

The purpose of the Yosemite Valley Charter School Governing Board approving this Promotion & Grade Level, Acceleration ~~and Retention~~ Policy is to accomplish the following:

1. Outline the Promotion Policy
2. Outline the Acceleration Policy
3. ~~Outline the Retention Policy~~
4. Outline the Appeals Process for Parents
5. Establish the Process for IDEA/504 Students
6. Outline the Charter School Rights

1. **Promotion Policy: K-8:** Each K-8 student will be enrolled in four core subjects: Language Arts, Mathematics, Science, Social Studies, and include enrichment opportunities like art, music, athletics, world languages, technology, field trips, and virtual and in-person community and social experiences, providing a well-rounded education. Students shall progress through the grade levels by demonstrating growth in learning ~~and~~ and working appropriately towards grade level mastery meeting grade level standards.

*High School:* High school students can select courses from a variety of a learning programs. Students will be enrolled in a minimum of 20 credits per semester (4 classes) unless considered a fifth-year senior. If the student is taking courses at a community college, he/she must meet with his/her counselor to obtain approval prior to enrolling in the community college courses.

Required Courses for All High School Grade Levels\*:

- English-Language Arts
- Mathematics
- Science
- Social Studies/History

\*This depends on the student's individual graduation plan and course progression.

*Four-Year Plan for High School Students:* Supervising Teachers develop a four-year individual graduation plan (IGP) for each high school student. The IGP will be reviewed by

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the Guidance Counselor and/or Regional Administrator and revisited annually (unless necessary due to mid-year course changes). The four-year individual graduation plan will include:

- Learning Program
- Student's intended courses
- Courses completed
- Course of Study
- College and/or Career path

**2. Acceleration Policy:** If a student has completed all grade level requirements and is requesting to accelerate to the following grade mid-year, a determination must be made as to whether it is in the best interest of the student. This determination is made by the Homeschool Teacher and the Student Support Team with input from the Learning Coach.

**3.** ~~When high academic achievement is evident, a teacher and/or parent may recommend a student for acceleration of courses. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.~~

**2.** If promoted, the student will need to complete the curriculum for the promoted grade by the end of the current school year.

*Mid-Year Grade Level Acceleration Requests:* The decision to promote a student mid-year will be made only after careful consideration has been given with regards to serving the academic best interests of the student. Mid-year promotions are approved or denied at the end of the first semester. If a student is promoted at the end of the first semester, he/she should be on target to complete all courses at his/her promoted grade level by the end of the school year. 8th to 9th grade acceleration requests are only considered in the fall semester before the high school add/drop date.

A child who was *not age-eligible* for kindergarten (that is, the child turned five after September 1 ~~in the 2014-15 school year or thereafter~~) and who attended a California private school kindergarten for a year is viewed by the CDE as *not legally enrolled* in kindergarten, pursuant to EC Section 48000 requirements. Therefore, this child, upon enrollment in public school, is enrolled in kindergarten, assessed, and may (but is not required to) be immediately promoted to first grade if the child meets the following State Board of Education criteria, pursuant to Title 5, Section 200:

- *The child is at least five years of age.*
- *The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.*
- *The child is in the upper 5 percent of the child's age group in terms of general mental ability.*
- *The physical development and social maturity of the child are consistent with the child's advanced mental ability.*
- *The parent or guardian has filed a written statement with the district that approves placement in first grade.*

A statement, signed by the district and parent/guardian, is placed in the official school records for these five-year-olds who have been advanced to first grade (EC Section 48011). This action prevents a subsequent audit exception for first grade placement of an *age-ineligible* student.

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*Procedure:* In order for the school to make sound academic decisions regarding mid-year grade level promotions, the following process will be followed:

*Parent:*

- Parent Request: Parents may request that the teacher promote their child one grade level at the end of the 1<sup>st</sup> semester.

*Teacher:*

If the student's teacher agrees that a review for mid-year grade level promotion is appropriate, the teacher will complete a request for acceleration into a higher grade level and take the student's maturity level into consideration. The request should be sent to the Assistant Director(s). Requests must be received by email prior to Winter Break.

- If the student's assessment results are not above grade level, the teacher needs to provide documentation with a written request regarding why promotion is in the student's best interest.
- If the student is not on track to complete all courses at the grade level he/she would be promoted to, the teacher will need to explain in the written request why a promotion would be in the student's best interest.
- Information regarding prior grade retention and the circumstances of such

*Student Assessment Records (a combination of the following may be used to assess the student's readiness to promote):*

Scores should be on the first page of all scored documents. The Language Arts and Math diagnostic assessments should demonstrate the student's independent ability and be administered by the teacher and done in person (or via Zoom supervised by the teacher) at a teacher/student/family meeting, and not administered by the parent.

- Score report for In-house Benchmark Assessment such as Star360
- Language Arts Diagnostic Assessment, such as Bader Reading Assessment or Moby Max
- Writing Sample, completed independently
- Math Diagnostic Assessment, such as Moby Max
- Work samples
- Summary of grade-level curriculum completion
- Summary of grade level "I Can Statement" Mastery
- Parent written analysis: a compelling reason for the grade change
- Recommendation from the Homeschool Teacher (HST), or Student Support Team Coordinator
- ~~Teachers must meet and evaluate student in person.~~
  - ~~Under no circumstance shall the parent or Learning Coach assist student with assessments when the assessment is being used to promote a student mid-year.~~
- ~~Bader Reading Assessment indicates student is performing above current grade level~~
- ~~Writing Sample showing proficiency above grade level standards~~
- ~~Benchmark Data indicates student has mastered current grade level content/state standards~~
- ~~Benchmark results in Mathematics and ELA indicate student is advanced at current grade level content/state standards~~
- ~~SBAC results (if available) indicate student has met or exceeded standards~~

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- ~~Student work samples, demonstrating proficiency above current grade level standards.~~

**3. ~~Retention Policy:~~** ~~The Charter School is committed to making individual decisions on grade retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate for a student experiencing extreme academic difficulty or serious health or family emergencies. Typically, retention is considered after various other remediation steps have been employed by student's teacher(s) and academic team with insufficient success. Special consideration will be given to students with limited English proficiency and those with a special education IEP. Students may be retained only once in their K-8 school career. After careful analysis of evidenced based instruction and intervention, retention is considered for the next school year.~~

*~~Kindergarten Retention Criteria:~~*

~~Students can also be retained in grade K based upon current law. Kindergarten students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year based on student progress on the Individualized Learning Plan. (Ed Code 48011). Whenever a student continues in kindergarten for an additional year, the School Staff shall secure an agreement, signed by the parent/ guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Ed Code 46300).~~

*~~Grades 9-12 Retention Criteria:~~*

~~The state does not require school districts to have student retention criteria beyond the last year of middle school to the first year of high school. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.~~

*~~Grades 1-8 Retention Criteria:~~*

~~If a student is identified as performing below the minimum standard for promotion based on their progress on the Individualized Learning Plan, the student may be retained in his/her current grade level. Both the parent and teacher must determine, in writing, if retention is the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions necessary to assist the student in attaining acceptable levels of academic achievement. If the teacher and parent are not in agreement with the recommendation of retention, please see below for the appeal process. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5).~~

*~~Grades 1-8 Retention Timeline:~~* ~~Parents will request student retention in writing following the timeline explained below.~~

<del>Step-</del>	<del>Timeline-</del>
<del>1. Teacher or parent recommends retention consideration for student.</del>	<del>Teacher — By the last day of fall semester Parent — By the last day of fall semester</del>

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<del>2. Remediation steps occur, including, but not limited to:</del>  <del>**SST meeting</del> <del>**Academic screenings</del> <del>**Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention</del> <del>**Curriculum intervention</del>	<del>Teacher—September-April 15th</del>
<del>3. Team meets to make recommendations regarding grade placement of student for the next school year. Factors:</del> <del>**Teacher Recommendation</del> <del>**Parent analysis</del> <del>**Grades</del> <del>**Test Data—Benchmark, SBAC, assessments</del> <del>**Cumulative Record</del>	<del>Teacher/Academic Team—May</del>
<del>5. School Administrator makes decision and informs parent or guardian.</del>	<del>School Administrator before the school year has ended.</del>

4. **Appeals and Parent Rights:** Parents have the right to appeal a decision made by the Academic Team. If a parent wishes to appeal, they would complete the following steps:
  - Appeal to School Administrator in writing.
  - School Administrator responds within two (2) weeks.
  - If not resolved, parents may appeal to the School Board at the next regularly scheduled board meeting.
  - The School Board meets in a closed session and will send the parent or guardian a response in writing
5. **IDEA/504 Students:** Students who participate in special education/504 plans have their education program and decision making process affected by state and federal regulations; therefore, decision-making in the area of grade promotion/retention is first governed by state and federal requirements.
6. **The Charter School Rights:** The policy adopted pursuant to this section shall be adopted at a public meeting of the Governing Board of The Charter School. Nothing in this section shall be construed to prohibit the retention, promotion or acceleration of a pupil not included in grade levels identified in this policy, or for reasons other than those specified for pupils at risk for retention, if such retention is determined to be appropriate for that pupil. Nothing in this section shall be construed to prohibit the Governing Board from adopting promotion, acceleration and retention policies that exceed the criteria established in the California Ed. Code 48070.5, Promotion or Retention of Pupils.

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

## Cover Sheet

### Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy (p. 90-92)

**Section:** IV. Operations  
**Item:** A. Disposal of Surplus, Obsolete, or Unneeded Books,  
Equipment, and Supplies Policy (p. 90-92)  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Sale of Obsolete or Surplus Items Policy- Yosemite.pdf



## Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy

Yosemite Valley Charter School is committed to having policies and procedures for the sale and disposal of surplus, obsolete, or unneeded books, equipment, and supplies.

The purpose of the Yosemite Valley Charter School Governing Board approving this Disposal of Surplus, Obsolete, or Unneeded Books, Equipment, and Supplies Policy is to accomplish the following:

1. Establish the Reasons the Charter School May Dispose of Materials
2. Outline the Methods that The Executive Director May Dispose of Materials
3. Establish the Evaluation Process of Obsolete and Surplus Items
4. Outline Where the Money Will be Deposited from the Sale of Items

**1. Reasons the Charter School May Dispose of Materials:** The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

- By donation to a governing board, county free library, or other state institution.
- By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
- By donation to a nonprofit charitable organization.
- By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
- By sale.

**2. Outline the Methods that The Executive Director May Dispose of Materials:** The Executive Director may dispose of surplus, obsolete, or unneeded school property of nominal value through any of the following methods: The Charter School may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

1. The Executive Director or designee may advertise the sale of items with a call for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids Property for which no qualified bid has been received may be sold, donated, or disposed of without further advertising.
2. The property may be sold by means of a public auction conducted by school employees, employees of other public agencies or nonprofit organizations, or by contract with a private auction firm.
3. The property may be sold, donated, or disposed of without advertising under any of the following conditions:

- a. The property is sold to federal, state, or local government, to any other school, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.
- b. If the Executive Director or designee determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization deemed appropriate by the Board or disposed of.

4. In all cases, the property shall be offered “as is,” without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.

5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.

**3. Evaluation Process of Obsolete and Surplus Items:** The Charter School Administration will evaluate based on the definitions below and determine whether or not items are obsolete or surplus on an ongoing, as needed basis.

- **Obsolete:** Old/outdated model/version/publication at the end of its product life cycle. Items that have not been used for more than a year and there is no foreseeable use in near future.
- **Surplus Items:** Items whose stock surpasses the need of the school and or exceeds available storage space; Items that have not been used for more than a year and there is no foreseeable use in near future.

**4. Where the Money Will be Deposited:** Money received from the sale of surplus property shall be either deposited in the school reserve or general fund or credited to the fund from which the original purchase was made.

# Cover Sheet

## Employee Handbook (p. 93-159)

<b>Section:</b>	IV. Operations
<b>Item:</b>	B. Employee Handbook (p. 93-159)
<b>Purpose:</b>	Vote
<b>Submitted by:</b>	
<b>Related Material:</b>	Employee Handbook 20-21 - Yosemite.pdf



# **EMPLOYEE HANDBOOK 2020-2021**

## **CONTENTS**

<b>SECTION 1 – WELCOME</b>	<b>5</b>
<b>SECTION 2 – GENERAL</b>	<b>6</b>
<b>SECTION 3 – PHILOSOPHY</b>	<b>7</b>
<b>SECTION 4 – EMPLOYMENT</b>	<b>9</b>
EMPLOYMENT APPLICATIONS	9
EQUAL EMPLOYMENT OPPORTUNITY	9
HARASSMENT	10
AT WILL EMPLOYMENT	14
OPEN COMMUNICATION POLICY	14
LACTATION ACCOMMODATION POLICY	<del>15</del>
PUBLIC RELATIONS	15
WHISTLEBLOWER POLICY	16
<b>SECTION 5 – THE EMPLOYMENT PROCESS</b>	<b>17</b>
EMPLOYEE STATUS AND CLASSIFICATIONS	17
WORK SCHEDULES	17
WORKWEEK AND WORKDAY	18
SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS	18
ATTENDANCE AND PUNCTUALITY	19
PROFESSIONAL DEVELOPMENT	19
TIME RECORDS (NON-EXEMPT EMPLOYEES)	20
OVERTIME	20
OFF THE CLOCK WORK	20
MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)	20
PAYDAYS	22
PAYROLL WITHHOLDINGS	22
<b>SECTION 6 - CONDITIONS OF EMPLOYMENT</b>	<b>22</b>
IMMIGRATION LAW COMPLIANCE	22
CREDENTIAL REQUIREMENTS	23
TUBERCULOSIS TEST	23
CRIMINAL BACKGROUND CHECK	23
CHILD ABUSE AND NEGLECT REPORTING ACT	23
PERSONNEL FILES	24
CHANGES IN EMPLOYEE INFORMATION	24

Deleted:

<b>SECTION 7 – PERFORMANCE</b>	25
PERFORMANCE EVALUATIONS	25
<b>SECTION 8 – LEAVES</b>	26
FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT	26
PREGNANCY DISABILITY LEAVE	27
MILITARY SPOUSE LEAVE	29
WORKERS’ COMPENSATION LEAVE	29
BEREAVEMENT LEAVE	29
JURY DUTY LEAVE	29
TIME OFF TO VOTE	30
SCHOOL ACTIVITIES LEAVE	30
SCHOOL APPEARANCE/SUSPENSION LEAVE	30
CRIME VICTIM LEAVE	31
DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT LEAVE	31
MILITARY LEAVE	32
ADULT LITERACY LEAVE	32
ORGAN DONOR / BONE MARROW DONOR LEAVE	33
DRUG & ALCOHOL REHABILITATION LEAVE	33
VOLUNTEER CIVIL SERVICE LEAVE	33
CIVIL AIR PATROL LEAVE	34
<b>SECTION 9 – BENEFITS</b>	35
SCHOOL HOLIDAYS	35
PAID TIME OFF (PTO) – A-BASIS ONLY	36
SICK LEAVE	37
PAID SICK LEAVE DONATION POLICY	38
INSURANCE BENEFITS	39
COBRA BENEFITS	40
SOCIAL SECURITY/MEDICARE	40
STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)	40
PAID FAMILY LEAVE (WAGE SUPPLEMENT)	40
WORKER’S COMPENSATION INSURANCE	41
<b>SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY</b>	42
COMMUNICATIONS POLICY	42
SOCIAL MEDIA POLICY	45



EQUIPMENT POLICY .....	46
CELL PHONE POLICY.....	47
NO SOLICITATION/DISTRIBUTION POLICY .....	48
ANTI -NEPOTISM POLICY .....	49
VIOLENCE IN THE WORKPLACE.....	51
<b>SECTION 11 – STANDARDS OF CONDUCT .....</b>	<b>53</b>
PERSONAL STANDARDS.....	53
TEACHER-STUDENT INTERACTIONS .....	53
CUSTOMER & PUBLIC RELATIONS .....	55
PROHIBITED CONDUCT .....	55
CONFIDENTIAL INFORMATION .....	57
CONFLICTS OF INTEREST.....	58
POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL.....	59
EXPENSE REIMBURSEMENT POLICY .....	59
POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS .....	60
<b>SECTION 12 – SAFETY.....</b>	<b>61</b>
SUBSTANCE AND ALCOHOL POLICY .....	61
SMOKING.....	62
PARKED VEHICLES .....	63
PERSONAL AUTOMOBILE .....	63
PERSONAL PROPERTY .....	63
SAFETY POLICY .....	63
ERGONOMICS .....	63
CHEMICAL EXPOSURE WARNING.....	64
<b>SECTION 13 – TERMINATION .....</b>	<b>65</b>
VOLUNTARY TERMINATION.....	65
INVOLUNTARY TERMINATION.....	65
EXIT INTERVIEWS.....	65
VERIFICATION AND REFERENCE POLICY.....	65
<b>EMPLOYEE HANDBOOK ACKNOWLEDGEMENT .....</b>	<b>66</b>

## **SECTION 1 – WELCOME**

Welcome to Yosemite Valley Charter School!

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

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

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

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

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

## **SECTION 2 – GENERAL**

This handbook has been written to serve as a guide for the employer/employee relationship. This handbook applies to faculty and staff at YVCS.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or Human Resources. You are responsible for reading, understanding, and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

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

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

## **SECTION 3 – PHILOSOPHY**

### **CORE PURPOSE**

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

### **CORE VALUES**

The following three core values are what distinguish YVCS from other schools:

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

### **PERMISSION-TO-PLAY VALUES**

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

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

### **STRATEGIC ANCHORS**

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

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

## **School-wide Learning Outcomes**

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

### **1. Technologically proficient and will:**

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

### **2. Critical thinkers who will:**

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

### **3. Effective communicators who will:**

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

### **4. Responsible and self-directed citizens who will:**

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

## SECTION 4 – EMPLOYMENT

### EMPLOYMENT APPLICATIONS

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

### EQUAL EMPLOYMENT OPPORTUNITY

YVCS is an equal opportunity employer. In accordance with applicable law, YVCS prohibits discrimination against any employee or applicant for employment on the basis of an individual's protected status, including race/ethnicity (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, age, sexual orientation, marital status, parental status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity/expression, military service, veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), genetic information, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. Also in accordance with applicable law, YVCS prohibits discrimination against any qualified disabled employee or applicant, against a disabled veteran, or against a veteran of the Vietnam era with a physical or mental disability. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. YVCS will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training. Additionally, in accordance with applicable law, YVCS prohibits all forms of unlawful harassment of a sexual or other discriminatory nature. Any conduct contrary to this policy is prohibited. This policy applies to all applicants and employees of YVCS.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, YVCS will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to YVCS. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. YVCS will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

## HARASSMENT

It is the policy of YVCS to ensure equal employment opportunity without discrimination or harassment on the basis of race (which includes, but is not limited to, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), religious creed (which includes, without limitation, to religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

YVCS prohibits any such discrimination or harassment. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying that maintains equality, dignity, and respect for all. This policy protects all employees of the School as well as interns, volunteers, and potential employees (applicants). All employees of the School are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees. This policy applies to all applicants and employees (or other listed individuals), whether related to conduct engaged in by fellow employees or someone not directly connected to YVCS (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

### What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the terms “discrimination” and “harassment” includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race, religion, sex, sexual orientation, gender or gender identity or gender expression, age, national origin or ancestry, disability, citizenship, veteran status, or any other protected status as defined by law or regulation whether verbally or by electronic means including email, and/or text messages
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved and whether verbally or by electronic means

- Offensive physical conduct, including, but not limited to, touching, blocking normal movement or interfering with another's work regardless of the gender of the individuals involved, including, but not limited to threats of harm, violence or assault
- Offensive pictures, drawings or photographs or other communications, including email, text messages, or other forms of electronic communication
- Holding work functions in inappropriate venues, such as a strip-club
- Sex or gender based practical jokes, sexual favoritism
- Threatening reprisals due to an employee's refusal to respond to requests for sexual favors or for reporting a violation of this policy
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual;
  - Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

#### What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer's legitimate business interests.
  - Use of derogatory remarks, insults and/or epithets.
  - Verbal or physical conduct that sabotages or undermines a person's work performance that is threatening, humiliating or intimidating.
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our School culture, create false rumors, disrupt school operations and interfere with the privacy of others.

#### What is Retaliation?

Retaliation against an individual for reporting harassment, discrimination, abusive conduct or for participating in an investigation of a claim of such is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, "retaliation" means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, opposing a practice or conduct the employee reasonably believes to be unlawful, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an "adverse employment action" means conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in further protected activity. An adverse employment action may include, but is not limited to, the following: demotion, suspension, reduction in pay, denial of



merit salary increase, failure to hire, refusing to promote, denying employment opportunities, changing work assignments or otherwise treating an employee differently.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes he/she has been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

### Responsibility

All YVCS employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

### Reporting

YVCS encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, the Principal or Human Resources. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. In addition, YVCS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. YVCS recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. YVCS is serious about enforcing its policy against harassment; however, YVCS cannot resolve a harassment problem that it does not know about. Therefore, employees are responsible for bringing any such problems to YVCS' attention so it can take whatever steps are necessary to correct the problems.

Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources, the Principal or the Chair of the Board of Directors, if appropriate. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

### Investigation/Complaint Procedure

All complaints of harassment, discrimination, retaliation or abusive conduct will be promptly investigated.

YVCS encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

YVCS' investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

All employees are required to fully cooperate with YVCS' investigation. which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, YVCS will provide regular progress updates, as appropriate, to those directly involved. YVCS will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

YVCS may investigate conduct in the absence of a formal complaint if YVCS has reason to believe that an individual has engaged in conduct that violates YVCS policies or applicable law. Further, YVCS may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

Any conduct which YVCS believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as YVCS believes appropriate under the circumstances. Due to privacy protections, YVCS may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

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

[Title IX Coordinator – Dr. Laurie Goodman](#)

[Email - laurie@inspireschools.org](mailto:laurie@inspireschools.org)

[Phone Number – \(559\) 999-5030](tel:(559)999-5030)

### Conclusion

This policy was developed to ensure that all employees could work in an environment free from harassment, discrimination, abusive conduct and retaliation. YVCS will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with Human Resources or the Principal.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of YVCS prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination, abusive conduct, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

If you believe you have experienced discrimination, harassment, or abusive conduct you may file a Department of Fair Employment and Housing (“DFEH”) or Equal Employment Opportunity Commission complaint. For information contact the DFEH or EEOC. You may find their phone numbers in the phone directory.

### Training Requirements

YVCS requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

## AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and YVCS will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, YVCS may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

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

## OPEN COMMUNICATION POLICY

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

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Principal. Employees are encouraged to raise their work-related concerns

as soon as possible after the events that cause concern. YVCS will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

## LACTATION ACCOMMODATION POLICY

YVCS provides a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The School will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. The lactation location will be shielded from view and free from intrusion while the employee is expressing milk.

The School reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should complete an accommodation request form and contact the employee's supervisor or Human Resources to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Nonexempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes she has been retaliated against it should be reported immediately to her supervisor, Human Resources or Principal. Discrimination against and harassment of lactating employees in any form is unacceptable, a form of prohibited sex/gender discrimination, will not be tolerated at YVCS and will be handled in accordance with YVCS' policy on discrimination and harassment.

If the School cannot provide break time or a location that complies with this policy, the School will provide a written response to the employee. If the School fails to provide an accommodation for expressing milk in accordance with this policy, the employee has a right to file a complaint with the Labor Commissioner.

## PUBLIC RELATIONS

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

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

These are the building blocks for our continued success:

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

## WHISTLEBLOWER POLICY

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

An employee who wishes to report a suspected violation of law or YVCS Policy may do so by contacting the Principal, Assistant Principal or Human Resources.

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

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

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

## SECTION 5 – THE EMPLOYMENT PROCESS

### EMPLOYEE STATUS AND CLASSIFICATIONS

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

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

#### Exempt

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

#### Non-Exempt

This category includes all regular employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and doubletime pay as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are non-exempt. Additionally, most Classified staff are typically non-exempt employees.

#### Certificated Employee

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

#### Classified Employee

Classified Employees include those employees hired by YVCS that do not primarily instruct students, nor require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

### WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an



annual basis. The Principal or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Principal.

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

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

## WORKWEEK AND WORKDAY

YVCS’ workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. YVCS’ standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day.

## SPECIAL VIRTUAL CLASSROOM EMPLOYMENT CONDITIONS

### **Position Responsibilities:**

1. Teachers may be assigned a “Virtual Class” or “Virtual Classes”
2. Teachers are provided, at YVCS’ expense, a computer capable of maintaining a high speed internet connection for their entire virtual class.
3. Teachers must be available each school day from 8:00 a.m. – 5:00 p.m. by internet and/or phone.
4. Teachers **may** be required to conduct a virtual classroom session **up to** two (2) hours per day for grades TK – 8 and **up to** three (3) hours per day for grades 9 – 12.
5. Teachers must have access to a phone for calling/responding to students/parents during the teacher’s scheduled time within two (2) hours by phone or four (4) hours by internet.
6. Teachers will use the tracking and monitoring system integrated into the student’s assigned course. Teachers will provide continual monitoring of the student’s progress and their scheduled benchmarked progress status.
7. Teachers will be responsible for all virtual school required record keeping and reporting.

### **Training:**

Teachers are required to attend training sessions hosted virtually or in-person. Mileage reimbursement will follow standard YVCS protocols and procedures.

**Worksites:**

Most classes will be held virtually. Teachers may work from home.

**ATTENDANCE AND PUNCTUALITY**

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

More than three instances of tardiness by a non-exempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to your supervisor and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

**PROFESSIONAL DEVELOPMENT**

Employees are expected to attend and participate in all professional development sessions and other school sponsored trainings that may be scheduled. While we understand that scheduling conflicts may arise, consistent tardiness, absenteeism and early departures may result in disciplinary action.

When an employee attends a School sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. All employees are required to sign-in and out for the purpose of record keeping. These records will serve as the official roster of attendance.

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

In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, an employee **MUST** put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training.

Failure to comply with this policy may result in disciplinary action.



## TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Non-exempt employees are not allowed to work "off the clock." All time actually worked must be recorded. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record. Employees must record all time actually worked.

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 Human Resources with any questions concerning their pay so that inadvertent errors can be corrected.

## OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime or doubletime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. However, in all cases, the School will compensate its non-exempt employees for all hours worked.

## OFF THE CLOCK WORK

YVCS prohibits all non-exempt employees from working off the clock at any time. All time worked must be recorded on the employee's timesheet. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours.

## MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken.

Failure to comply with the School's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

### Meal Periods

Non-exempt employees (hourly 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. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). The employee 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 employee must receive prior written approval from their supervisor and complete a “Meal Period Waiver” form.

If an employee’s day exceeds ten hours of work time, the employee is entitled to an additional 30-minute duty-free meal break. The employee 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 employee must receive prior written approval from their supervisor and complete a “Second Meal Period Waiver” form.

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any missed, late or short meal periods on that days’ time record and to the employee’s supervisor immediately. The meal period must be accurately recorded on the employee’s time sheet. Meal periods are unpaid time and employees 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 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. 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>
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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

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period immediately as set forth below. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

### Reporting Missed, Late or Short/Interrupted Meal and Rest Periods

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period – for any reason – must immediately report this issue in writing (via email) to Human Resources on the same workday that he or she experienced the non-compliant meal or rest period. The employee must include a description providing a thorough explanation for the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by YVCS), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a client call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

## PAYDAYS

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

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

If a wage garnishment order is received by YVCS for one of our employees, we are obligated by law to comply with the demand. The effected employee will receive notice from his or her supervisor or Human Resources as soon as possible.

## PAYROLL WITHHOLDINGS

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

If an employee believes an error has been made in his or her pay or deductions, YVCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors in pay or deductions withheld within seven (7) days from the date paid.

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

## SECTION 6 - CONDITIONS OF EMPLOYMENT

### IMMIGRATION LAW COMPLIANCE

YVCS employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation

establishing identity and employment eligibility as outlined on the I-9 instruction forms. Former employees who are rehired must also complete the form if they have not completed an I-9 with YVCS 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, official transcripts, and/or test scores 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 a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails re-certification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

## TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) 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 or a completed Risk Assessment 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 or Risk Assessment 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.

TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the School has a valid certificate on file.

## CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to fingerprinting and a criminal background investigation.

The School shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

## CHILD ABUSE AND NEGLECT REPORTING ACT

Since our employees work directly with children, they are in a position to detect instances of child abuse and neglect. It is YVCS' policy that all School 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 employee has the responsibility to ensure the reporting of any child he/she suspects is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. Teachers or staff who become aware of suspected child abuse should report the suspicions as required.

It is extremely important that YVCS’ employees 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.

Your direct supervisor is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without YVCS’ assistance, he or she is required to notify YVCS 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 YVCS.

## PERSONNEL FILES

An employee or former employee (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 Human Resources. All requests should be put in writing preferably on the form maintained by YVCS. 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.

## CHANGES IN EMPLOYEE INFORMATION

An employee is responsible for notifying Human Resources about changes in the employee’s personal information and changes affecting the employee’s status (ex. name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

## SECTION 7 – PERFORMANCE

### PERFORMANCE EVALUATIONS

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

#### Teachers:

At the start of each academic year, each Teacher will meet with their Regional Coordinator to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the Regional Coordinator.

The Regional Coordinator will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the YVCS' charter, and standards for teaching performance developed by the Principal, the YVCS' Board of Directors, and/or other YVCS staff.

In addition to these more formal performance evaluations, YVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.

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

#### Classified Staff:

Formal evaluations are generally held once each year. You will be provided a copy of the evaluation tool and as part of the process you will do a self-evaluation. Your supervisor may schedule your evaluation time in advance so that you are prepared for the process.

In addition to these more formal performance evaluations, YVCS encourages you and your supervisor to discuss your job performance on an ongoing basis.



## SECTION 8 – LEAVES

### FAMILY MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT<sup>1</sup>

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the School for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence, and are employed at a worksite where there are 50 or more employees of the School within 75 miles (for FMLA).

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as possible. You should use the School's request form, which is available upon request from Human Resources. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. The birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. The care of the employee's spouse, child, parent, or registered domestic partner with a "serious health condition" for FMLA/CFRA;
3. The care of the employee's siblings, grandparents, grandchildren with a "serious health condition" for CFRA only;
4. The "serious health condition" of the employee;
5. The care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. Any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, or registered domestic partner requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must

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<sup>1</sup> Employees may qualify for FMLA Leave only if the School has 50 or more employees, the employees work within 75 miles of their respective worksites and meet other eligibility requirements set forth above. Please check with Human Resources to determine whether you are eligible for FMLA/CFRA leave.

provide the School with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the School with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the School in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Human Resources.

Family and medical leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a “rolling twelve months” looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. Qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any available PTO during unpaid family and medical leave. You will also be required to use any available paid sick leave during unpaid family and medical leave that is due to your own or a family member’s serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California’s State Disability Insurance plan or Paid Family Leave program) or workers’ compensation insurance plan, the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or paid sick leave.

Benefit accrual, such as PSL, PTO, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During a family and medical leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances, “key” employees may not be eligible for reinstatement following a family and medical leave. The School will provide written notice to any “key” employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

## PREGNANCY DISABILITY LEAVE

The School provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider’s statement must be submitted, verifying the need



for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Human Resources. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

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

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any unused allotted sick time during any unpaid portion of pregnancy disability leave. Employees may also elect to use any available PTO during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and the School may mutually agree to supplement such benefit payments with available PTO and/or sick leave.

Benefit accrual, such as PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the School with at least one week's advance notice of the date she intends to return to work.

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

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

## MILITARY SPOUSE LEAVE

An eligible employee-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 employee 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 employee may use unused and available PSL or PTO for this leave.

## WORKERS' COMPENSATION LEAVE

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

## BEREAVEMENT LEAVE

YVCS provides regular full-time employees up to three (3) days of paid bereavement leave, beyond sick or personal time, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, stepsibling, grandparent or grandchild. If a funeral is more than 500 miles from your home, you may receive paid leave for five (5) days with prior approval from your supervisor.

## JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the School's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any available PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of his or her employment with the School, the School will provide time off with pay.

## TIME OFF TO VOTE

The School will allow any non-exempt 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 employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. The employee may be required to prove he or she is a registered voter.

The School will not require or request that an employee bring the employee's vote by mail ballot to work or vote the employee's vote by mail ballot at work.

An employee may also serve as an election official on Election Day without being disciplined, however the School will not pay the employee for this time off. Available PTO may be used for this time off.

## SCHOOL ACTIVITIES LEAVE

The School encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed daycare facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or daycare facility, to find, enroll or reenroll your child in a school or with a licensed childcare provider and/or to address a childcare provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees 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 employee 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;
- Employees must use existing PTO in order to receive compensation for this time off;
- Employees 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.

## SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee 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 an employee for taking time off for this purpose.

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

## CRIME VICTIM LEAVE

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

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

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

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

This leave is unpaid but the employee may choose to use available sick or personal time off (PTO). You will not be discharged or discriminated against because of an absence protected by this law.

## DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of domestic violence, sexual assault or stalking, you may take unpaid time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available PTO (if applicable) or PSL. Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling, or safety planning related to domestic violence, sexual assault, or stalking.

You must give the School reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim of domestic violence or sexual assault;
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees have the right to ask the School for help or changes in their workplace to make sure they are safe at work. The School will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The School may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. The School will maintain confidentiality to the extent possible regarding any requests for accommodations under this policy.

The School will also, to the extent allowed by law, maintain the confidentiality to the extent possible of an employee requesting leave under this provision. The School will not discharge, discriminate, or retaliate against an employee who exercises their rights under this law. Domestic violence, sexual assault, and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

YVCS is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked YVCS for help or changes in the workplace to ensure safety at work.

Employers are prohibited from discharging, discriminating, or retaliating against an employee who is a victim of domestic violence, the victim of sexual assault or stalking for taking time off to seek medical attention, obtain services from a domestic violence shelter or program or rape crisis center, obtain psychological counseling, participate in safety planning, or temporary or permanent relocation.

## MILITARY LEAVE

California's military leave laws, found at Military & Veterans Code section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), found at 38 U.S.C. Section 4301 et seq., ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the School under applicable laws should notify Human Resources regarding the need for military leave.

Please see Human Resources for more information regarding job reinstatement rights upon completion of military service.

## ADULT LITERACY LEAVE

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize available PTO if you want

compensation for this time off. If you do not have any PTO available, you will be permitted to take the time off without pay.

## ORGAN DONOR / BONE MARROW DONOR LEAVE

If you donate an organ to another person 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 ten (10) days of any available paid leave (sick and/or PTO) for organ donation and up to five (5) days of available paid leave (sick and/or 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 employee shall continue to receive paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee will also be given an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, when that employee is an organ donor, for the purpose of donating the employee's organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

An employee 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 employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

## DRUG & ALCOHOL REHABILITATION LEAVE

YVCS will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. Reasonable accommodation includes time off without pay and adjusting work hours. You may use allotted and unused sick leave. All reasonable measures to safeguard your privacy will be maintained.

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

## VOLUNTEER CIVIL SERVICE LEAVE

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

## CIVIL AIR PATROL LEAVE

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

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

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



## **SECTION 9 – BENEFITS**

### **SCHOOL HOLIDAYS**

The School observes 12 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees and teachers are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the School-observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The School reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime.

Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to their supervisor. The employee may use paid time off (PTO) if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the Supervisor's request/approval
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Prior to or following Jury Duty or Bereavement Leave



- Due to a previously scheduled and approved time off

## PAID TIME OFF (PTO) – A-BASIS ONLY

Full-time A-Basis (12 Months) school based employees are entitled to paid time off (PTO) according to this policy. PTO days may be used for vacation, personal time, illness, or time off to care for family or dependents. All other employees, including teachers, temporary employees, part-time employees are not eligible to receive or accumulate PTO.

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before your shift begins, if possible or otherwise as soon as practicable. Employees using extended PTO time (in excess of three (3) days) must submit a request at least two (2) weeks before the extended PTO or, if used as sick time, the employee may be required to submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Unless used for illness related purposes, PTO may not be taken the last week of the school year, or on scheduled in-service and/or training days, testing administration day, or immediately before or after holidays without supervisor's permission.

All full-time A-Basis (12 Months) employees may be eligible to receive up to ten (10) days (i.e., 80 hours) of PTO each school year (July 1 – June 30). 3.33 hour of PTO are accrued per pay period. Once an employee's PTO balance reaches fifteen (15) days (i.e., 120 hours), the employee stops receiving any additional PTO until PTO is used and the employee's balance falls below the 15 day cap. PTO days will not accumulate during any unpaid leave of absence.

The following terms also apply to PTO:

- For both non-exempt and exempt employees, vacation time may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday, he or she will be required to use available PTO to make up for the absence.
- In the event an employee has exhausted his or her PTO, any additional time off must be approved by their supervisor and will be taken without pay.
- Any employee who misses three (3) consecutive days of work without notice to their supervisor may be deemed to have abandoned his/her job and voluntarily resigned from employment.
- Upon separation of employment, employees will be paid their earned PTO based on their date of separation and their regular rate of pay.
- To the extent permitted by law, PTO accumulated prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.

As with all of its policies and procedures, the School reserves the right to modify, alter, or otherwise eradicate this policy at its sole and absolute discretion to the extent allowed by law.

## SICK LEAVE

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave (“PSL”) to eligible employees.

### Eligible Employees

All employees (including teachers, part-time and temporary employees) who work for the School more than 30 days within a year in California are allotted PSL as set forth in this policy.

### Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee’s family member. For purposes of this policy, “family member” means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee. “Child” means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. “Parent” means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee’s spouse or registered domestic partner. “Spouse” means a legal spouse as defined by California law.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

### Allotment

PSL days are allotted as set forth below to eligible employees:

- Full-time A-Basis, B-Basis, C-Basis, and D-Basis school based employees:  
On July 1 of each year, eligible employees will be allotted ten days (80 hours) of PSL per school year (July 1 – June 30), which unused PSL days will carryover year to year subject to a cap of 18 days (144 hours). 24 hours will be front-loaded at beginning of the school year or hire date with 2.33 hours accrued per pay period. 8 hours equals one full workday. Please note that teachers get 10 days of sick leave. Regional Coordinators receive 11 days of sick leave. Directors receive 12 days of sick leave per year according to the number of days in their work contract.
- All other eligible employees:  
All other eligible employees will be allotted three days (24 hours) of PSL each school year (July 1 – June 30) on July 1 or on his or her first day of employment, even if hired mid-year. PSL days are “use it or lose it” and, as such, do not carry over from year to year.

New Hires may carry over sick leave from their prior school district if they are certificated teachers in CALSTRS. Yosemite Valley will confirm previous employment and allotted sick leave with the previous district. Once confirmed and approved the carryover time will be added to your service credit with CALSTRS upon signature of the Yosemite Valley Charter School STRS Carry-Over Policy. Carryover sick leave cannot be used while employed with Yosemite Valley Charter School.

Limits on Use

Eligible employees may use PSL beginning on the 90th day of employment.

PSL may be taken in minimum increments of .25 hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The School prohibits discrimination or retaliation against employees for using their PSL.

Transfer of Sick Leave for STRS

New employees may carry over accrued sick leave from a prior employer, but said accrued sick leave may not be used while employed with YVCS. Said accrued sick leave is for purposes of the State Teachers Retirement System only.

## PAID SICK LEAVE DONATION POLICY

Personal Hardship

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

Eligibility

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

Requests for Donations

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

### Donations of Paid Leave

Employees who have more than 24 hours of PSL and who wish to donate PSL to the School sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are voluntary and irrevocable.

1. Donating employees must maintain a minimum of 24 hours of PSL after reducing their leave balance to effect the donation.
2. In any 12-month period, no employee may donate more than 40 hours.
3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

### Valuation of Donated PSL

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

## INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by YVCS. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by YVCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

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

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

## COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under YVCS' health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at YVCS group rates plus an administration fee. YVCS or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under YVCS' health insurance plan. The notice contains important information about the employee's rights and obligations.

## SOCIAL SECURITY/MEDICARE

If you are a full time regular employee contributing to a teacher's retirement system (PERS/STRS), your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your spouse, or former spouse, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected.

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

## STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

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

## PAID FAMILY LEAVE (WAGE SUPPLEMENT)

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

YVCS will require you to take up to two weeks of unused PTO prior to your receipt of benefits under the PFL program.

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

## WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

In the event of an occupational injury or illness (as defined under Workers' Compensation Law) an employee may be covered by workers' compensation insurance instead of group insurance.

If an employee should become injured or in any way disabled on the job, he or she must report the injury immediately to his or her supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

## SECTION 10 – EMPLOYEE COMMUNICATIONS POLICY

### COMMUNICATIONS POLICY

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

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

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

#### No Expectation of Privacy

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

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



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

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

#### Professional Use of Communication Systems Required

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

#### Offensive and Inappropriate Material

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

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

#### Solicitations

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

#### Licenses and Fees

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



### Games and Entertainment Software

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

### Confidential Information

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

### Copyrights and Trademarks

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

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

### Maintenance and Security of the System

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

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

Files obtained from sources outside YVCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage YVCS' computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-YVCS sources, without first scanning the material with YVCS approved virus checking software. If you suspect that a virus has been introduced into YVCS network, notify technology personnel immediately.

### Violations of this Policy

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

### Amendment and Modification of this Policy

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

## **SOCIAL MEDIA POLICY**

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

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

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

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

### Personal or Professional Blogs

If you are developing a website or writing a blog that will mention YVCS, you must identify that you are an employee of the organization and that the views expressed on the blog or web site are yours alone and do not represent the views of YVCS. Unless given permission by your Principal, you are not authorized to speak on behalf of YVCS or to represent that you do so. If you are developing a site or writing a blog that will mention YVCS, as a courtesy to the organization, please let your Principal know in advance of publication. Your Principal may choose to visit your blog or social networking site from time to time.

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

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

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

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

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

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

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

## EQUIPMENT POLICY

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

### Laptop Computers

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

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

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

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

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

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

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

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

## CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

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

If you are assigned a School cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

### Telephone Calls and Texting

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

## **NO SOLICITATION/DISTRIBUTION POLICY**

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, YVCS has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by YVCS.

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

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

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

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

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

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

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

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

### Definitions

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

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

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

### Employee Responsibility

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

## ANTI-NEPOTISM POLICY

### Policy Statement

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

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

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



Provider(s), or in the case of a board member, in the discretion of the YVCS board of directors.

### Definitions

**“Family Members”** include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law.

**“Nepotism”** describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

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

### Procedures

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

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

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

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

### Responsibilities

The Principal or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Principal or designee will deny the

application for employment. Special circumstances may be reviewed by the Board in the event that YVCS' best interests would be served by the employment of a Family Member.

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

## VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

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



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

## SECTION 11 – STANDARDS OF CONDUCT

### PERSONAL STANDARDS

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

Consult your supervisor if you have any questions regarding appropriate attire.

### TEACHER-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, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

#### Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented

- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

#### Acceptable and Recommended Behaviors

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

- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

### Reporting

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

### Investigating

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

### Consequences

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

## 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. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Principal. 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 Principal.

## 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
- Any conduct that has gained sufficient notoriety so as to impair his/her school relationships
- Any immoral conduct
- Conduct showing the employee is evidently unfit for service
- 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 or while acting on behalf of the School
- Violation of the Substance and Alcohol policy
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration
- Unreported absence on scheduled workdays unless otherwise excused
- Excessive tardiness or absenteeism unless otherwise excused
- Unauthorized use of School equipment, time, materials, facilities, or the School name
- Sleeping or malingering on the job
- Failure to observe working schedules, including the required rest and meal periods
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited
- 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
- Violation of the Communications Policy
- Failure to provide a physician's certificate when requested or required to do so
- Violating the School's Personal Standards or dress code
- Breaching confidentiality
- Making derogatory racial, ethnic, religious, or 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
- Negligence or other conduct leading to the endangerment of harm of a child or children
- Working overtime without authorization or refusing to work assigned overtime
- Unsatisfactory job performance
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

## CONFIDENTIAL INFORMATION

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

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

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of the School you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by the School. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During your employment with the School, you will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during your former employment. You must not disclose to the School any confidential or proprietary information or material belonging to former employers or others.

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

## CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems. Employees shall not be financially interested in any contract made by them in their official capacity.

Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Principal so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

YVCS expects employees to devote their best efforts to the interests of our school. YVCS recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at YVCS or create a conflict of interest with your statutory duty of loyalty to the School. The School prohibits employees from working with another School or external organization that competes with YVCS whether as a regular employee or as a consultant.

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

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

### Outside Employment

If you are a full time employee we expect that you devote your full professional effort to your position at YVCS. If you wish to participate in outside work activities you are required to obtain written approval from the Principal prior to starting those activities. Approval will be granted unless the activity conflicts with YVCS' interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at YVCS.
- Involve organizations that are doing or seek to do business with YVCS including actual or potential vendors.
- Violate provisions of law or YVCS policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to YVCS must be given priority. Full time employees are hired and continue employment with the understanding that YVCS is their primary employer and that other

employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

## **POLICY REGARDING INCONSISTENT, INCOMPATIBLE OR CONFLICTING EMPLOYMENT, ACTIVITY OR ENTERPRISE BY SCHOOL PERSONNEL**

### Policy Statement

It is the policy of YVCS that its officers and employees may not engage in any outside activity, employment, or enterprise for compensation which is inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of YVCS. During working hours or on school premises, officers or employees shall not engage in political or religious activities, or recruit or solicit students or members of the public for political or religious activities.

An officer's or employee's outside activity, employment, or enterprise for compensation shall be determined to be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of YVCS if any of the following apply:

1. It involves the use of YVCS time, facilities, equipment, supplies, or the officer's or employee's position or influence with YVCS, for private gain or advantage.
2. It involves receipt or acceptance by the officer or employee of any money or other consideration for the performance of an act that would otherwise be required within the scope of the officer or employee's duties with YVCS.
3. It involves the performance of an act as part of the outside activity that involves services performed for YVCS.
4. It affects the officer's or employee's work hours, interferes or conflicts with the officer's or employee's job duties, raise any ethical or conflict of interest concerns, or create any conditions that impact the officer's or employee's job performance.

Officers and employees may not use YVCS' name, logo, supplies, equipment or other property in connection with any outside activities.

### Procedure

In the event that an officer or employee believes that an outside activity for compensation may be inconsistent, incompatible with, or in conflict with, his or her duties as an officer or employee of YVCS, the officer or employee shall obtain a written determination of the Principal or his or her designee that the outside activity is not in violation of this policy before engaging in such activity.

## **EXPENSE REIMBURSEMENT POLICY**

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



## POLICY CONFIRMING RESTRICTION ON THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS, PARENTS OR GUARDIANS

### Policy Statement

It is the policy of YVCS that YVCS shall not provide any funds or thing of value to any student or his or her parent or guardian that a school district could not legally provide to a similarly situated student, or his or her parent or guardian. YVCS does not and shall not provide, for example, “sign up bonuses” to parents or guardians or other incentives unrelated to education.

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

### Procedures

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

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

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

## SECTION 12 – SAFETY

### SUBSTANCE AND ALCOHOL POLICY

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

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

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

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

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Human Resources. Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or

request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

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

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. As a result, employees do not have an expectation of privacy in this regard.

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

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

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

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

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

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

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

## SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both

tobacco and marijuana products). Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground or event location.

## PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on YVCS property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

## PERSONAL AUTOMOBILE

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

## PERSONAL PROPERTY

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

## SAFETY POLICY

YVCS is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or Principal immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is responsible, bring it to the attention of your supervisor or Principal immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Principal regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and Human Resources.

YVCS has in place a written Injury and Illness Prevention Program as required by law. Please contact Human Resources for further information.

## ERGONOMICS

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

## CHEMICAL EXPOSURE WARNING

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

## **SECTION 13 – TERMINATION**

### **VOLUNTARY TERMINATION**

YVCS will consider an employee to have voluntarily terminated his or her employment if the employee does any of the following: (1) elects to resign from YVCS; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the School; or (3) fails to report for work without notice to YVCS for three consecutive work days. YVCS requests that employees provide at least two weeks written notice of a voluntary termination. All YVCS property must be returned immediately upon terminating employment. YVCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

### **INVOLUNTARY TERMINATION**

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

### **EXIT INTERVIEWS**

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

### **VERIFICATION AND REFERENCE POLICY**

All requests for employment verification, references or personal information verification or disclosures must be directed to Human Resources. Only Human Resources is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

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

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of Yosemite Valley Charter School's ("YVCS") Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I understand that the Employee Handbook contains important information regarding YVCS' expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of YVCS' policies.

In particular, I have read and understand YVCS' Anti-Nepotism Policy, Policy Regarding Inconsistent, Incompatible or Conflicting Employment, Activity or Enterprise by School Personnel, Policy Confirming Restrictions on the Provision of Funds or Other Things of Value to Students, Parents or Guardians, and restrictions and procedures to avoid Conflicts of Interest.

Just as I am free to terminate the employment relationship with YVCS at any time, YVCS, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and YVCS for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Principal of YVCS, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Principal. This is the entire agreement between YVCS and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with YVCS, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

YVCS reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than YVCS Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_