



ALLEGIANCE STEAM ACADEMY

REGULAR MEETING OF THE BOARD OF DIRECTORS

October 5, 2020

7:30 pm

Meeting Location:

Online: <https://zoom.us/j/95159826844>

Telephone: (669) 900-6833; Meeting ID: [95159826844](https://zoom.us/j/95159826844)#

AGENDA

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Allegiance STEAM Academy- Thrive charter school (“Allegiance STEAM Academy”), also known as ASA Thrive, is a direct-funded, independent, public charter school operated by the Allegiance STEAM Academy nonprofit public benefit corporation and governed by Allegiance STEAM Academy, Incorporated corporate Board of Directors (“Board”). The purpose of a public meeting of the Board, is to conduct the affairs of Allegiance STEAM Academy in public. We are pleased that you are in attendance and hope you will visit these meetings often. Your participation assures us of continuing community interest in our school.

1. Agendas are available to all audience members at the meeting. Note that the order of business on this agenda may be changed without prior notice. For more information on this agenda, please contact Allegiance at: info@asathrive.org
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Public Comments.”
3. “Public Comments” are set aside for members of the audience to comment. However, due to public meeting laws, the Board can only listen to your issue, not take action. The public is invited to address the Board regarding items listed on the agenda. Comments on an agenda item will be accepted during consideration of that item, or prior to consideration of the item in the case of a closed session item. Please turn in comment cards to the Board Secretary prior to the item you wish to speak on. These presentations are limited to three (3) minutes. *Due to COVID-19 closure, please indicate in the chat box that you wish to speak.*
4. In compliance with the Americans with Disabilities Act (ADA) and upon request, Allegiance STEAM Academy may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Allegiance STEAM Academy.

I. Preliminary

A. Call to Order

The meeting was called to order by the Board Chair at _____.

B. Roll Call

	Present	Absent
Samantha Odo, Chairperson	_____	_____
Jason Liso, Treasurer	_____	_____
Marcilyn Jones, Secretary	_____	_____
Troy Stevens, Member	_____	_____
Claudia Reynolds, Member	_____	_____

C. Public Comments- Items not on the Agenda

No individual presentations shall be for more than three (3) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

D. Approval of Agenda for the Regular Board Meeting for October 5, 2020

It is recommended that the Board of Directors approve the Agenda for Regular Board Meeting for October 5, 2020.

Motion: _____ Second: _____ Roll Call: _____

II. Open Session:

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION:

- 1. Update from Parents and Community for Kids**
- 2. Staff Report**
- 3. CEO's Report**

C. ITEMS SCHEDULED FOR CONSENT:

- 1. Minutes for the Regular Meeting of the Board of Directors for September 14, 2020**
- 2. Minutes for the Special Meeting of the Board of Directors for September 21, 2020**
- 3. Check Register for August, 2020**

Motion: _____ Second: _____ Roll Call: _____

D. ITEMS SCHEDULED FOR DISCUSSION/ACTION:

1. Financial Update for August, 2020

(see attached)

It is recommended the Board of Directors:

Approve the Financial Update for July, 2020

Motion: _____ Second: _____ Roll Call: _____

2. Revised FY21 Budget

(see attached)

It is recommended the Board of Directors:

Adopt and approve the Revised FY21 Budget

Motion: _____ Second: _____ Roll Call: _____

3. Disruption Policy

(See attached)

It is recommended the Board of Directors:

Adopt and approve the Disruption Policy

Motion: _____ Second: _____ Roll Call: _____

4. ASA Wellness Policy

(see attached)

It is recommended the Board of Directors:

Adopt and approve the ASA Wellness Policy

Motion: _____ Second: _____ Roll Call: _____

5. ASA Paid Meal Collection Policy 2020-2021

(see attached)

It is recommended the Board of Directors:

Approve and adopt the ASA Paid Meal Collection Policy 2020-2021

Motion: _____ Second: _____ Roll Call: _____



ALLEGIANCE STEAM ACADEMY

Regular Meeting of the Board of Directors

September 14, 2020
Minutes

I. PRELIMINARY

A. Call to Order

The meeting was called to order by Board Chair at 7:35pm

B. Roll Call

	Present	Absent
Samantha Odo, Board Chair	<u> X </u>	<u> </u>
Jason Liso, Treasurer	<u> X </u>	<u>Joined at 8:03pm</u>
Marcilyn Jones, Secretary	<u> X </u>	<u> </u>
Troy Stevens, Member	<u> X </u>	<u> </u>
Claudia Reynolds, Member	<u> X </u>	<u> </u>

C. Public Comments, Items not on the agenda

Vanessa Okamoto expressed that she strongly desires that her students and her own children return to school but is hesitant and wants to ensure that they return at the right time, although nobody knows when the right time is.

Stacey Lazo echoed Vanessa's sentiments and wants to make sure that the Board considers all factors before having students return to campus. The guidelines will make classrooms considerably different than they were when student's were last on campus.

She believes students may suffer more mental stress if they return too soon and if all factors aren't considered.

D. Approval of agenda for Regular Board Meeting on September 14, 2020

Motion (Troy Stevens), second (Marcilyn Jones), motion carried by a vote 4-0 to approve the agenda for the Regular Board Meeting on September 14, 2020.

II. OPEN SESSION

A. PLEDGE OF ALLEGIANCE

B. ITEMS SCHEDULED FOR INFORMATION

1. Update from The PACK (Parents And Community for Kids)

- *Rebeca Garcia shared that The PACK is currently hosting a donation drive. Donations can be made via Venmo, Square, or by mailing a check to the school.*
- *The Book Fair started today and the link to purchase books is available in the weekly update.*
- *September 23 is the Firehouse Subs fundraiser. The fundraiser will run from 11am - 9pm and the pack will receive 20% of the proceeds.*
- *The next PACK meeting is Wednesday, September 16th at 6:30pm.*

2. Staff Report

- *Stacey Lazo shared how teachers are coping with starting the year off in distance learning, getting to know student's virtually, and expressed that many teachers are becoming technology experts and helping families as best they can. Teachers are preparing for triads and they sent out sign ups last Friday. Deanna Campagna shared that ELPAC testing was just completed and that ASA is starting an induction program by partnering with CVUSD to help new teachers clear their credential.*

3. CEO's Report

- *Sebastian thanked Charter Impact for staying on top of financials.*
- *Thanked custodial staff for sanitizing daily.*
- *Thanked John Shipes for teaching middle school math and for assisting the guest teacher in middle school science.*
- *Thanked the PACK for the ongoing fundraisers to support ASA and for decorating/ furnishing his office.*
- *Survey results:*

80% of parents said they were satisfied with the distance learning program. There were various reasons why people said they were dissatisfied. 61% of students feel that they are spending the right amount of time with online learning. 88% of students say that teachers are available to them when they need it.

Dr. Cagnetta wanted to manage expectations and remind parents that the home based option is not the same as distance learning.

*Troy Stevens asked if there were any grade level trends and Sebastian noted a couple of trends. * Jason Liso joined the Board Meeting at 8:03pm.*

4. Reopening Update

- *Reopening Update/Waiver: Presented by Dr. Cagnetta. The Reopening Waiver is applicable to only TK-6th grade students. Middle school is not eligible for it. It is important for everyone to understand the implications of reopening the school.*

Staff survey results 39% said no to applying for the waiver 33% said yes to the waiver and 28% were unsure. A teacher can decide not to return to the classroom so an alternative placement must be found.

There were difficulties finding one sub to work for a teacher recently so that is a factor to consider.

Also, you could consider that if teachers are found alternative placements, students might be assigned to a new teacher.

Must consider that once reopened, we could realistically close back down. The date for COVID infections is trending towards red, but we are still in purple.

Samantha Odo asked how the waiver works. It was stated that temperature check, masks, and staff COVID tests would still be required. There would still be significant health and safety guidelines to follow. ASA would determine if students returned in hybrid or traditional if granted the waiver. There would still be distancing requirements for students.

Jason Liso asked to outline to employees rights regarding a decision to return to work. The policy comes from state legislation. Sara shared that staff would fall into 2 categories, those that can not return and those that are unwilling to return. ADA accommodations would be looked at, and paid or unpaid leave would be considered.

Jason Liso asked about the liability that falls upon the school if an employee is exposed or contracts COVID. Dr. Cagnetta shared that he has asked legal counsel this question and is waiting to hear back but that all staff would sign a waiver.

E. COMMUNICATIONS

- 1. Comments from Board of Directors**

F. ADJOURNMENT

- 1. It is recommended the Board of Directors:**

Adjourn the Regular Meeting of the Board of Directors for October 5, 2020

Motion: _____ Second: _____ Roll Call: _____

Marcilyn Jones stated that the board already voted on our reopening plan at a previous meeting and questions if the examining the waiver is necessary since a reopening plan was already voted on.

Jason Liso said he believes that the waiver is part of the state's guidance which the board voted to follow

Dr. Cognetta clarified that we have the waiver and have looked into it, but that the waiver has not been submitted to the San Bernardino County Board of Education.

C. ITEMS SCHEDULED FOR CONSENT

1. *Minutes for the Regular Board Meeting of the Board of Directors on August 3, 2020*
2. *Check Register for July, 2020*

Motion to approve (Troy Stevens), Second (Samantha Odo), Motion passes with a vote of 5-0.

D. ITEMS SCHEDULED FOR DISCUSSION / ACTION

1. Financial Update for July 2020

- *Jim Weber from Charter Impact gave a financial update for July 2020*

Motion to approve Financial Update for July 2020. Motion (Jason Liso), Second (Claudia Reynolds), Motion passes by a vote of 5-0 to approve the Financial Update for June 2020.

2. Revised FY 21 Budget

- *Jim Weber from Charter Impact presented the Revised FY21 Budget.*

Motion to approve the Revised FY21 Budget. Motion (Claudia Reynolds), Second (Marcilyn Jones), Motion carries by a vote of 5-0.

3. FY20 Unaudited Actuals Report

Dr. Cognetta and Jim Weber from Charter Impact presented. No questions from the Board. Motion to approve the FY20 Unaudited Actuals Report. Motion (Jason Liso), Second (Marcilyn Jones), Motion passes by a vote of 5-0.

4. FY20 Education Protection Account (EPA) Financial Expenditures Report

Dr. Cognetta presented. No questions from the Board. Motion to approve the FY20 EPA Financial Expenditures Report. Motion (Troy Stevens), Second (Samantha Odo). Motion passes by a vote of 5-0.

5. Resolution Authorizing Application to the Director of Industrial Relations, State of CA for a Certificate of Consent to Self Insure Workers' Compensation Liabilities

Presented by Sara Lopez. Our workers compensation liabilities is a JPA program through Charter Safe. No questions from the Board. Motion to approve the Resolution Authorizing Application to the Director of Industrial Relations, State of CA for a certificate of Consent to Self Insure Workers' Compensation Liabilities. Motion (Jason Liso), Second (Samantha Odo), Motion passes 5-0.

6. ASA Teacher Certification Policy

Presented by Sara Lopez. Marcilyn Jones asked if there would be a timeline put in place for teachers to clear their credential. Sara stated that there would be a timeline.

Motion (Troy Stevens), Second (Marcilyn Jones), Motion passes 5-0.

7. Public Hearing Regarding the Learning Continuity and Attendance Plan

The Public Hearing began at 9:03pm and there were no questions or comments. The Public Hearing Regarding the Learning Continuity and Attendance Plan was closed at 9:03pm.

E. COMMUNICATIONS

- *Claudia Reynolds: She is glad to hear that teachers are learning new things and wants to remind everyone to focus on the positive.*
- *Troy Stevens: Troy addressed his comments to the students of Allegiance STEAM Academy. Everybody has the best interest of the kids at heart and they are at the forefront of all decisions. Troy would like to encourage students and parents to speak at board meetings or email board members if they have any concerns or questions or to share their thoughts. He wants students to continue to give 110% effort in their classrooms.*

- *Marcilyn Jones: Thank you to the teachers for staying positive and bringing a sense of normalcy to the students.*
- *Jason Liso: Jason would like to echo what Troy said and shared that he is excited to be on campus for the board meeting tonight. Jason gave a big shout out to the staff for the hard work they do daily and appreciated the diversity and broad range of views on the Board of Directors.*
- *Samantha Odo: Sam shared that she is grateful for the communication from teachers. Distance learning has been flawless for her children due to the organization and communication coming from the teachers.*

F. ADJOURNMENT

Motion to adjourn the September 14, 2020 Regular Meeting of the Board of Directors at 9:18pm. Motion (Jason Liso), Second (Troy Stevens), Motion carries by a vote of 5-0.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary



ALLEGIANCE STEAM ACADEMY

Special Meeting of the Board of Directors

September 21, 2020

Minutes

I. PRELIMINARY

A. Call to Order

The meeting was called to order by Board Chair at 7:02pm

B. Roll Call

	Present	Absent
Samantha Odo, Board Chair	___X___	_____
Jason Liso, Treasurer	___X___	_____
Marcilyn Jones, Secretary	_____	<u>joined at 7:08pm</u>
Troy Stevens, Member	___X___	_____
Claudia Reynolds, Member	___X___	_____

C. Public Comments, Items not on the agenda

No public comments.

D. Approval of agenda for Special Board Meeting on September 21, 2020

Motion (Troy Stevens), Second (Jason Liso), motion carried by a vote 4-0 to approve the agenda for the Special Board Meeting on September 21, 2020.

II. OPEN SESSION

A. PLEDGE OF ALLEGIANCE
B. ITEMS SCHEDULED FOR INFORMATION

None

C. ITEMS SCHEDULED FOR CONSENT

None

D. ITEMS SCHEDULED FOR DISCUSSION / ACTION

1. Learning Continuity and Attendance Plan

No questions or comments from the Board.

Motion to adopt and approve the Learning Continuity and Attendance Plan. Motion (Samantha Odo), Second (Marcilyn Jones). Motion passes by a vote of 5-0.

E. COMMUNICATIONS

- *Claudia Reynolds: Thank you to teachers and staff for great communication and also appreciated feedback from staff.*
- *Troy Stevens: Thank you to staff for hard work. Troy visited the campus today and thinks that it looks great, but would look even better with students on campus.*
- *Marcilyn Jones: Marcy left the board meeting at 7:12pm.*
- *Jason Liso: Jason had parents reach out to him and state that they did not know that there would be discussion on the reopening waiver at the last board meeting. He would like to see better communications on the date/ time of board meetings. Possibly a text or email sent to parents the day of to remind them.*
- *Samantha Odo: Sam shared that she had a triad conference today for her child. She was impressed by how well her child's teacher knew him considering the circumstance they are in.*

F. ADJOURNMENT

Motion to adjourn the Special Meeting of the Board of Directors on September 21, 2020 at 7:17pm.

Motion (Claudia Reynolds), Second (Jason Liso). Motion passes by a vote of 4-0.

Samantha Odo, Board Chair

Marcilyn Jones, Board Secretary

Allegiance STEAM Academy - Thrive

Check Register

For the period ended August 31, 2020

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
20787	San Bernardino County	STRS 07/2020	8/5/2020	\$ 8,791.07
20788	Blue Shield of California	Health Ins - 07/20	8/13/2020	13,640.54
20789	Charter Impact	Student Data Svcs - 06/20 & Business Mgmt. Svcs - 08/20	8/13/2020	14,306.84
20790	Chino Valley USD	Copier Lease - 01/31/20-07/06/20	8/13/2020	2,507.67
20791	Cintas Corporation #150	Janitorial Supplies	8/13/2020	179.28
20792	Lori Cunningham	Reimb - 08/03/19	8/13/2020	409.65
20793	Raquel Diaz	Reimb - 02/14/20	8/13/2020	35.41
20794	Kathleen Lanathoua	Reimb - 05/26/20	8/13/2020	96.41
20795	Vanessa Okamoto	Reimb - 07/22/19-09/21/19	8/13/2020	498.08
20796	San Bernardino County Superintendent of Schools	Consulting Svcs - 06/19/19	8/13/2020	120.00
20797	Charter Impact	Student Data Svcs - 07/20	8/20/2020	3,948.75
20798	Illuminate Education Inc	License 07/01/20-06/30/21	8/20/2020	7,500.00
20799	Charter Impact	Q2 PR Tax Returns	8/26/2020	20.00
20800	Optiva IT	IT svcs - 08/20	8/26/2020	5,000.00
20801	Franchise Tax Board	Confidential	8/28/2020	150.00
ACH	American Express	CC Payment - AMEX	8/6/2020	2,828.43
ACH	CharterSafe	Premium Package & Workers Comp Ins - 08/20	8/11/2020	11,105.00
ACH	Internal Revenue Services	Federal Tax Pmt PPE081020	8/11/2020	1,762.05
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE081020	8/11/2020	187.52
ACH	Employment Development Department	State Tax Pmt SUI PPE081020	8/11/2020	77.59
ACH	CalPERS	PERS Classic Pmt - 07/20	8/13/2020	6,788.86
ACH	CalPERS	PERS Pepra Pmt - 07/20	8/13/2020	877.16
ACH	Internal Revenue Services	Federal Tax Pmt PPE082520	8/26/2020	35,901.23
ACH	Employment Development Department	State Tax Pmt SDI & CA PIT PPE082520	8/26/2020	10,937.96
ACH	CharterSafe	Charter Safe	8/26/2020	7,601.48
ACH	Employment Development Department	State Tax Pmt SUI PPE082520	8/26/2020	<u>2,748.83</u>
Total Disbursements Issued in August				<u>\$ 138,019.81</u>

Allegiance STEAM Academy - Thrive

Check Register - greater than \$2,000

For the period ended August 31, 2020

Check Number	Vendor Name	Transaction Description	Check Date	Check Amount
Employee Benefits				
20787	San Bernardino County	3101/9513 - STRS	8/5/2020	\$ 8,791.07
ACH	CalPERS	3202/9514 - PERS	8/13/2020	6,788.86
ACH	Internal Revenue Services	3301/3311/9512 - Payroll taxes	8/26/2020	35,901.23
20788	Blue Shield of California	3401 - Health insurance	8/13/2020	13,640.54
ACH	Employment Development Department	3501/9512 - Payroll taxes (SDI & PIT)	8/26/2020	10,937.96
ACH	Employment Development Department	3501/9512 - Payroll taxes (SDI & PIT)	8/26/2020	2,748.83
				<u>78,808.49</u>
Facility Rent and Housekeeping				
20790	Chino Valley USD	5501 - Utilities	8/13/2020	2,507.67
ACH	CharterSafe	5400/3601 - Insurance	8/11/2020	11,105.00
ACH	CharterSafe	5400/3601 - Insurance	8/26/2020	7,601.48
				<u>21,214.15</u>
Professional/Consulting Services				
20789	Charter Impact	5811 - Management Fee	8/13/2020	14,306.84
20797	Charter Impact	5811 - Management Fee	8/20/2020	3,948.75
20800	Optiva IT	5801 - IT	8/26/2020	5,000.00
				<u>23,255.59</u>
Books and Supplies				
20798	Illuminate Education Inc	4305 - Software	8/20/2020	7,500.00
ACH	American Express	4302 - Supplies (credit card statement)	8/6/2020	2,828.43
				<u>10,328.43</u>
				<u><u>133,606.66</u></u>
Total Disbursement over \$2,000				\$ 133,606.66



Allegiance STEAM Academy Thrive

Monthly Financial Presentation – August 2020

August Highlights

Highlights

- Forecast surplus change from prior month **\$514K**, including funding for enrollment growth.
- Revenue increase **\$1.2M**, due to enrollment growth funding at current ADA.
- Expenses forecast slightly above budget by **\$27K**.
- Cash ended the month **\$2.2 million**, including **\$639K** PPP Loan, 36% of expenses.
- State payment deferrals and ongoing economic uncertainty influence planning for 2020/21 and beyond.

Compliance and Reporting

- Revised budget presented for approval.
- Second reporting Cycle for CARES Act Funds due October
- Federal Cash Management for (P-2) report due October

Enrollment and Revenues

- 2020/21 funding now reporting enrollment growth with current ADA at 94% of enrollment
- 2020/21 CALPADS data will update rolling 3-yr UPP for 2020/21.

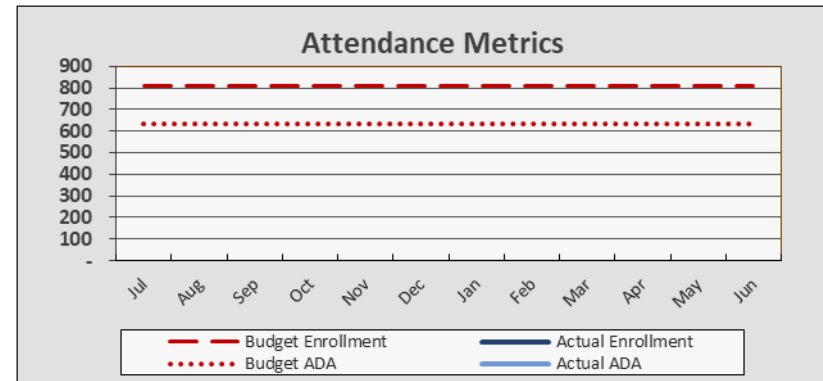
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	n/a	810	810
ADA	n/a	761	635
Attendance Rate	n/a	94.0%	78.4%
Unduplicated %	34.8%	34.8%	34.8%
Revenue per ADA		\$10,462	\$10,631
Expenses per ADA		\$8,229	\$9,821

Attendance Metrics



2020/21 funding forecast ADA (761.40)

(forecast final funding 810 students, state ADA rate 94%, \$10.4K/ADA.)

Changes to report current ADA of 94% restore funding of \$1.2M

Revenue

- **August Updates**
 - **Revenues update – LCFF forecast ADA 94% of current enrollment**
 - **Forecast – Increase revenue by \$1.2M compared to ADA Cap**
 - **Other State-** Revenue forecast increase with ADA
 - **Year-to-Date -** Variances due to the timing of revenue.

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 272,614	\$ 288,245	\$ (15,631)
Federal Revenue	4,065	24,609	(20,544)
Other State Revenue	367	17,011	(16,644)
Other Local Revenue	6,770	-	6,770
Total Revenue	\$ 283,816	\$ 329,866	\$ (46,049)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 6,704,214	\$ 5,606,653	\$ 1,097,562
Federal Revenue	613,097	616,311	(3,214)
Other State Revenue	641,639	529,360	112,279
Other Local Revenue	6,770	-	6,770
Total Revenue	\$ 7,965,721	\$ 6,752,324	\$ 1,213,397



Expenses

- **August Updates**
 - **Expenses forecast above budget –**
 - **Salaries/Benefits-** Reclassification of staff offset (cert vs. Class)
 - **Professional Services -**Fees increase due to revenue increases.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 272,234	\$ 277,990	\$ 5,756	\$ 2,824,186	\$ 2,740,350	\$ (83,836)
Classified Salaries	111,356	111,151	(204)	898,477	996,411	97,934
Benefits	131,375	131,959	585	1,086,817	1,099,252	12,435
Books and Supplies	32,285	194,056	161,771	449,755	449,755	(0)
Subagreement Services	-	19,888	19,888	174,100	174,100	-
Operations	27,705	34,817	7,112	210,874	211,027	153
Facilities	-	4,433	4,433	26,600	26,600	-
Professional Services	39,565	45,428	5,862	594,465	534,317	(60,148)
Interest	1,087	1,087	0	-	5,613	5,613
Total Expenses	\$ 615,606	\$ 820,809	\$ 205,203	\$ 6,265,274	\$ 6,237,424	\$ (27,850)

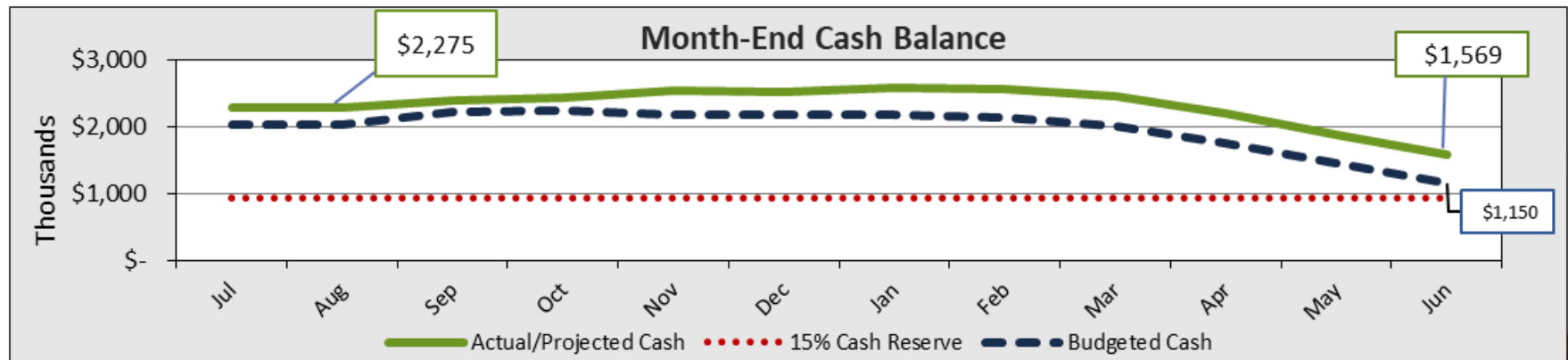
Surplus / (Deficit) & Fund Balance

- Forecast surplus of **\$1.7M.** (27%)
- Fund balance forecast **\$3.7 million**, 59%, 216 days expenses.
- Deferred funding reduces fund balance available as cash reserves.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (331,790)	\$ (490,944)	\$ 159,153	\$ 1,700,447	\$ 514,900	\$ 1,185,548
Beginning Fund Balance	<u>2,001,295</u>	<u>2,001,295</u>		<u>2,001,295</u>	<u>2,001,295</u>	
Ending Fund Balance	<u>\$ 1,669,505</u>	<u>\$ 1,510,352</u>		<u>\$ 3,701,743</u>	<u>\$ 2,516,195</u>	
<i>As a % of Annual Expenses</i>	26.6%	24.2%		59.1%	40.3%	

Cash Balance

- Current cash **\$2.2 million**, including \$639K PPP Loan.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Sep-04	Year-End Maintenance of Effort (Special Education) - Report due to Charter school's SELPA. Maintenance of Effort (MOE) is a requirement that you spend each year at least what you spent last year in the area of special education (with some exceptions). If you reduce your special education budget (or expenditures) in a given year, you need to be careful to ensure that you have met the MOE requirement. This does not mean you can't reduce costs, but you must do so within the guidelines of federal MOE.	Charter Impact	No	No	
FINANCE	Sep-30	2020-21 Learning Continuity and Attendance Plan -- The LEA governing board/body shall adopt the Learning Continuity Plan by September 30, 2020 in a public meeting. This meeting shall be held after, but not on the same day, as the public hearing. The Plan replaces the annual LCAP for 2020-21, to outline the LEA's compliance with the Budget Act's provisions including student participation and attendance reporting, continuity of learning, in-person instructional offerings and plans for distance learning (with public stakeholder engagement). Should describe how LEAs are increasing or improving service in proportion to unduplicated students.	ASA	Yes	No	https://www.cde.ca.gov/re/lc/learningcontattendplan.asp
DATA TEAM	Oct-07	California Basic Educational Data System (CBEDS) data due to CDE - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction.	ASA	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	Collect National School Lunch Program (NSLP) applications - Schools must collect or receive National School Lunch Program (NSLP) applications by October 31. Schools may process those applications after October 31, and if students are found to be eligible for free or reduced-price meals (FRPMs), those schools may update FRPM program records for eligible students with a start date before Census Day.	ASA	No	No	https://www.cde.ca.gov/fg/aa/nt/index.asp?tabsection=1
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	ASA	No	No	https://www.cde.ca.gov/ds/dc/cb/

Appendices

As of August 31, 2020

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register
- Checks issued over \$2K – additional details

Allegiance STEAM Academy - Thrive

Financial Package

August 31, 2020

Presented by:



Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 09/29/20

ADA = 761.40



	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 Budget	Revised Budget Total	Favorable / (Unfav.)	
Revenues																	
State Aid - Revenue Limit																	ADA = 635.14
8011 LCFF State Aid	-	202,662	202,662	364,791	364,791	364,791	364,791	364,791	171,452	65,662	65,662	65,662	2,233,406	4,831,124	4,053,234	777,890	
8012 Education Protection Account	-	-	-	31,757	-	-	31,757	-	-	31,757	-	-	57,009	152,280	127,028	25,252	
8019 State Aid - Prior Year	-	(15,631)	-	-	-	-	-	-	-	-	-	15,631	-	-	-	-	
8096 In Lieu of Property Taxes	-	85,583	171,167	114,111	114,111	114,111	114,111	114,111	199,695	99,847	99,847	99,847	394,267	1,720,810	1,426,391	294,419	
	-	272,614	373,829	510,659	478,902	478,902	510,659	478,902	371,146	197,267	165,510	181,141	2,684,682	6,704,214	5,606,653	1,097,562	
Federal Revenue																	
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	98,203	98,203	98,203	-	
8220 Federal Child Nutrition	-	4,065	-	-	7,780	7,780	7,780	7,780	7,780	7,780	7,780	7,780	15,589	81,892	81,892	0	
8290 Title I, Part A - Basic Low Income	-	-	-	14,220	-	-	14,220	-	-	14,220	-	-	14,220	56,879	48,290	8,589	
8291 Title II, Part A - Teacher Quality	-	-	-	3,145	-	-	3,145	-	-	3,145	-	-	3,145	12,581	10,643	1,938	
8294 Title V, Part B - PCSG	-	-	24,609	-	-	-	-	-	-	-	-	-	-	24,609	24,609	-	
8296 Other Federal Revenue	-	-	255,124	20,952	-	-	20,952	-	-	20,952	-	-	20,952	338,933	352,674	(13,741)	
	-	4,065	279,733	38,317	7,780	7,780	46,097	7,780	7,780	46,097	7,780	7,780	152,110	613,097	616,311	(3,214)	
Other State Revenue																	
8311 State Special Education	-	-	17,825	32,085	32,085	32,085	32,085	32,085	49,824	49,824	49,824	49,824	49,824	427,367	340,214	87,153	
8520 Child Nutrition	-	367	-	388	388	388	388	388	388	388	388	388	408	4,263	4,263	(0)	
8550 Mandated Cost	-	-	-	-	-	10,708	-	-	-	-	-	-	-	10,708	10,708	-	
8560 State Lottery	-	-	-	-	-	-	31,598	-	-	31,598	-	-	88,322	151,519	126,393	25,126	
8599 Other State Revenue	-	-	47,782	-	-	-	-	-	-	-	-	-	-	47,782	47,782	-	
	-	367	65,607	32,472	32,472	43,181	64,071	32,472	50,211	81,809	50,211	50,211	138,554	641,639	529,360	112,279	
Other Local Revenue																	
8689 Other Fees and Contracts	-	515	-	-	-	-	-	-	-	-	-	-	-	515	-	515	
8699 School Fundraising	10	6,245	-	-	-	-	-	-	-	-	-	-	-	6,255	-	6,255	
	10	6,760	-	-	-	-	-	-	-	-	-	-	-	6,770	-	6,770	
Total Revenue	10	283,806	719,169	581,449	519,154	529,863	620,827	519,154	429,137	325,173	223,501	239,132	2,975,346	7,965,721	6,752,324	1,213,397	
Expenses																	
Certificated Salaries																	
1100 Teachers' Salaries	-	187,690	197,383	197,383	197,383	197,383	197,383	197,383	197,383	197,383	197,383	197,383	-	2,161,522	2,054,660	(106,862)	
1170 Teachers' Substitute Hours	-	5,990	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	5,921	-	65,205	61,640	(3,565)	
1175 Teachers' Extra Duty/Stipends	1,500	-	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	2,727	-	28,773	30,000	1,227	
1200 Pupil Support Salaries	-	12,545	16,909	16,909	16,909	16,909	16,909	16,909	16,909	16,909	16,909	16,909	-	181,636	213,000	31,364	
1300 Administrators' Salaries	29,588	29,588	29,588	29,588	29,588	29,588	29,588	29,588	29,588	29,588	29,588	29,588	-	355,050	349,050	(6,000)	
1900 Other Certificated Salaries	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	-	32,000	32,000	0	
	33,754	238,480	255,195	255,195	255,195	255,195	255,195	255,195	255,195	255,195	255,195	255,195	-	2,824,186	2,740,350	(83,836)	
Classified Salaries																	
2100 Instructional Salaries	-	36,987	37,525	37,525	37,525	37,525	37,525	37,525	37,525	37,525	37,525	37,525	-	412,236	522,086	109,849	
2200 Support Salaries	9,542	25,704	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	18,018	-	215,426	209,906	(5,519)	
2300 Classified Administrators'	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	6,083	-	73,000	73,000	0	
2400 Clerical and Office Staff Salaries	9,883	14,807	14,306	14,306	14,306	14,306	14,306	14,306	14,306	14,306	14,306	14,306	-	167,754	160,843	(6,911)	
2900 Other Classified Salaries	3,167	(902)	2,780	2,780	2,780	2,780	2,780	2,780	2,780	2,780	2,780	2,780	-	30,061	30,576	515	
	28,675	82,680	78,712	78,712	78,712	78,712	78,712	78,712	78,712	78,712	78,712	78,712	-	898,477	996,411	97,934	
Benefits																	
3101 STRS	5,330	36,439	41,436	41,436	41,436	41,436	41,436	41,436	41,436	41,436	41,436	41,436	-	456,130	442,566	(13,563)	
3202 PERS	5,729	17,637	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	16,112	-	184,484	206,257	21,773	
3301 OASDI	1,220	5,830	4,826	4,826	4,826	4,826	4,826	4,826	4,826	4,826	4,826	4,826	-	55,307	61,777	6,470	
3311 Medicare	875	4,580	4,848	4,848	4,848	4,848	4,848	4,848	4,848	4,848	4,848	4,848	-	53,939	54,183	244	
3401 Health and Welfare	19,731	16,680	22,400	22,400	22,400	22,400	22,400	22,400	22,400	22,400	22,400	22,400	-	260,411	268,800	8,389	
3501 State Unemployment	155	3,445	1,433	1,433	1,433	1,433	7,163	5,730	2,865	1,433	1,433	1,433	-	29,386	28,300	(1,086)	
3601 Workers' Compensation	3,061	10,662	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344	-	47,161	37,368	(9,793)	
	36,101	95,274	94,398	94,398	94,398	94,398	100,128	98,696	95,831	94,398	94,398	94,398	-	1,086,817	1,099,252	12,435	

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 09/29/20

ADA = 761.40



	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 Budget	Revised Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Materials	2,098	599	7,230	7,230	7,230	7,230	7,230	7,230	7,230	7,230	7,230	7,230	-	75,000	75,000	-
4200 Books and Reference Materials	-	-	910	910	910	910	910	910	910	910	910	910	-	9,100	9,100	-
4302 School Supplies	3,314	-	3,689	3,689	3,689	3,689	3,689	3,689	3,689	3,689	3,689	3,689	-	40,200	40,200	-
4305 Software	6,186	9,522	1,959	1,959	1,959	1,959	1,959	1,959	1,959	1,959	1,959	1,959	-	35,300	35,300	-
4310 Office Expense	5,526	607	5,117	5,117	5,117	5,117	5,117	5,117	5,117	5,117	5,117	5,117	-	57,300	57,300	-
4311 Business Meals	-	-	600	600	600	600	600	600	600	600	600	600	-	6,000	6,000	-
4400 Noncapitalized Equipment	-	-	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	-	140,700	140,700	-
4700 Food Services	-	4,432	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	8,172	-	86,155	86,155	(0)
	17,125	15,160	41,747	41,747	41,747	41,747	41,747	41,747	41,747	41,747	41,747	41,747	-	449,755	449,755	(0)
Subagreement Services																
5101 Nursing	-	-	5,360	5,360	5,360	5,360	5,360	5,360	5,360	5,360	5,360	5,360	-	53,600	53,600	-
5102 Special Education	-	-	12,050	12,050	12,050	12,050	12,050	12,050	12,050	12,050	12,050	12,050	-	120,500	120,500	-
	-	-	17,410	17,410	17,410	17,410	17,410	17,410	17,410	17,410	17,410	17,410	-	174,100	174,100	-
Operations and Housekeeping																
5201 Auto and Travel	-	-	160	160	160	160	160	160	160	160	160	160	-	1,600	1,600	-
5300 Dues & Memberships	396	396	861	861	861	861	861	861	861	861	861	861	-	9,400	9,400	-
5400 Insurance	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	8,044	-	96,527	96,527	-
5501 Utilities	4,670	4,670	7,466	7,466	7,466	7,466	7,466	7,466	7,466	7,466	7,466	7,466	-	84,000	84,000	-
5502 Janitorial Services	415	415	492	492	492	492	492	492	492	492	492	492	-	5,747	5,900	153
5900 Communications	308	308	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	-	12,200	12,200	-
5901 Postage and Shipping	-	41	136	136	136	136	136	136	136	136	136	136	-	1,400	1,400	-
	13,832	13,873	18,317	18,317	18,317	18,317	18,317	18,317	18,317	18,317	18,317	18,317	-	210,874	211,027	153
Facilities, Repairs and Other Leases																
5603 Equipment Leases	-	-	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	-	14,500	14,500	-
5610 Repairs and Maintenance	-	-	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	-	12,100	12,100	-
	-	-	2,660	2,660	2,660	2,660	2,660	2,660	2,660	2,660	2,660	2,660	-	26,600	26,600	-
Professional/Consulting Services																
5801 IT	6,000	5,000	5,020	5,020	5,020	5,020	5,020	5,020	5,020	5,020	5,020	5,020	-	61,200	61,200	-
5802 Audit & Taxes	-	-	-	8,925	-	-	-	-	4,463	-	4,463	-	-	17,850	17,850	-
5803 Legal	-	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	30,000	30,000	-
5804 Professional Development	-	-	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	1,210	-	12,100	12,100	-
5805 General Consulting	-	-	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	-	16,000	16,000	-
5806 Special Activities/Field Trips	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	25,000	25,000	-
5807 Bank Charges	-	-	240	240	240	240	240	240	240	240	240	240	-	2,400	2,400	-
5808 Printing	-	-	280	280	280	280	280	280	280	280	280	280	-	2,800	2,800	-
5809 Other taxes and fees	2	(1,612)	521	521	521	521	521	521	521	521	521	521	-	3,600	3,600	-
5810 Payroll Service Fee	-	538	946	946	946	946	946	946	946	946	946	946	-	10,000	10,000	-
5811 Management Fee	13,932	15,706	16,549	16,549	16,549	16,549	16,549	17,241	17,241	17,241	17,241	17,241	-	198,589	171,367	(27,221)
5812 District Oversight Fee	-	-	-	19,393	-	-	44,054	-	-	40,821	-	-	96,858	201,126	168,200	(32,927)
5815 Public Relations/Recruitment	-	-	1,380	1,380	1,380	1,380	1,380	1,380	1,380	1,380	1,380	1,380	-	13,800	13,800	-
	19,934	19,631	33,246	61,565	33,246	33,246	77,300	33,938	38,401	74,760	38,401	33,938	96,858	594,465	534,317	(60,148)
Interest																
7438 Interest Expense	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-	5,613	5,613
	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-	5,613	5,613
Total Expenses	149,965	465,642	542,213	570,549	542,221	542,191	591,470	546,675	548,273	583,199	546,840	539,178	96,858	6,265,274	6,237,424	(27,850)
Monthly Surplus (Deficit)	(149,955)	(181,836)	176,957	10,900	(23,067)	(12,329)	29,357	(27,521)	(119,136)	(258,026)	(323,340)	(300,046)	2,878,488	1,700,448	514,900	1,185,548

Allegiance STEAM Academy - Thrive

Monthly Cash Flow/Forecast FY20-21

Revised 09/29/20

ADA = 761.40



	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 Budget	Revised Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(149,955)	(181,836)	176,957	10,900	(23,067)	(12,329)	29,357	(27,521)	(119,136)	(258,026)	(323,340)	(300,046)	2,878,488	1,700,448		
Cash flows from operating activities																
Public Funding Receivables	1,085,164	47,489	207,799	23,796	122,025	-	30,789	-	-	-	-	-	(2,975,346)	(1,458,284)		
Grants and Contributions Rec.	10,128	3,833	-	-	-	-	-	-	-	-	-	-	-	13,961		
Prepaid Expenses	(28,144)	(1,846)	4,175	4,175	4,175	4,175	3,779	3,198	3,198	3,198	3,198	3,198	-	6,479		
Accounts Payable	(148,751)	5,192	-	-	-	-	-	-	-	-	-	-	96,858	(46,701)		
Accrued Expenses	(1,449)	112,448	(279,340)	-	-	-	-	-	-	-	-	-	-	(168,341)		
Cash flows from financing activities																
Proceeds(Payments) on Debt	543	544	527	545	535	506	-	-	-	-	-	(3,200)	-	-		
Total Change in Cash	767,536	(14,175)	110,117	39,416	103,669	(7,648)	63,926	(24,323)	(115,938)	(254,828)	(320,142)	(300,048)				
Cash, Beginning of Month	1,521,677	2,289,213	2,275,038	2,385,155	2,424,571	2,528,240	2,520,593	2,584,518	2,560,195	2,444,258	2,189,430	1,869,288				
Cash, End of Month	2,289,213	2,275,038	2,385,155	2,424,571	2,528,240	2,520,593	2,584,518	2,560,195	2,444,258	2,189,430	1,869,288	1,569,239				

Allegiance STEAM Academy - Thrive

Statement of Financial Position

August 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 2,275,038	\$ 1,521,677	\$ 753,361	50%
Accounts Receivable	115	14,076	(13,961)	-99%
Public Funding Receivables	377,436	1,510,088	(1,132,653)	-75%
Prepaid Expenses	93,891	63,901	29,990	47%
Total Current Assets	2,746,480	3,109,743	(363,263)	-12%
Total Assets	\$ 2,746,480	\$ 3,109,743	\$ (363,263)	-12%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 5,192	\$ 148,751	\$ (143,559)	-97%
Accrued Liabilities	430,785	319,786	110,999	35%
Notes Payable, Current Portion	284,246	284,246	-	0%
Total Current Liabilities	720,223	752,783	(32,560)	-4%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	356,752	355,664	1,087	0%
Total Long-Term Liabilities	356,752	355,664	1,087	0%
Total Liabilities	1,076,975	1,108,448	(31,473)	-3%
Total Net Assets	1,669,505	2,001,295	(331,790)	-17%
Total Liabilities and Net Assets	\$ 2,746,480	\$ 3,109,743	\$ (363,263)	-12%

Allegiance STEAM Academy - Thrive

Statement of Cash Flows

For the period ended August 31, 2020

	Month Ended 08/31/20	YTD Ended 08/31/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ (181,836)	\$ (331,790)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	47,489	1,132,653
Grants, Contributions & Pledges Receivable	3,833	13,961
Prepaid Expenses	(1,846)	(29,990)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	5,192	(143,559)
Accrued Expenses	112,448	110,999
Total Cash Flows from Operating Activities	(14,719)	752,273
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	544	1,087
Total Cash Flows from Financing Activities	544	1,087
Change in Cash & Cash Equivalents	(14,175)	753,361
Cash & Cash Equivalents, Beginning of Period	2,289,213	1,521,677
Cash and Cash Equivalents, End of Period	\$ 2,275,038	\$ 2,275,038

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended August 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 202,662	\$ 202,662	\$ -	\$ 202,662	\$ 202,662	\$ -	\$ 4,053,234
Education Protection Account	-	-	-	-	-	-	127,028
State Aid - Prior Year	(15,631)	-	(15,631)	(15,631)	-	(15,631)	-
In Lieu of Property Taxes	85,583	85,583	(0)	85,583	85,583	(0)	1,426,391
Total State Aid - Revenue Limit	272,614	288,245	(15,631)	272,614	288,245	(15,631)	5,606,653
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	98,203
Federal Child Nutrition	4,065	-	4,065	4,065	-	4,065	81,892
Title I, Part A - Basic Low Income	-	-	-	-	-	-	48,290
Title II, Part A - Teacher Quality	-	-	-	-	-	-	10,643
Title V, Part B - PCSGP	-	24,609	(24,609)	-	24,609	(24,609)	24,609
Other Federal Revenue	-	-	-	-	-	-	352,674
Total Federal Revenue	4,065	24,609	(20,544)	4,065	24,609	(20,544)	616,311
Other State Revenue							
State Special Education	-	17,011	(17,011)	-	17,011	(17,011)	340,214
State Child Nutrition	367	-	367	367	-	367	4,263
Mandated Cost	-	-	-	-	-	-	10,708
State Lottery	-	-	-	-	-	-	126,393
Other State Revenue	-	-	-	-	-	-	47,782
Total Other State Revenue	367	17,011	(16,644)	367	17,011	(16,644)	529,360
Other Local Revenue							
Other Fees and Contracts	515	-	515	515	-	515	-
School Fundraising	6,245	-	6,245	6,255	-	6,255	-
Total Other Local Revenue	6,760	-	6,760	6,770	-	6,770	-
Total Revenues	283,806	329,866	(46,059)	283,816	329,866	(46,049)	6,752,324
Expenses							
Certificated Salaries							
Teachers' Salaries	187,690	186,787	(903)	187,690	186,787	(903)	2,054,660
Teachers' Substitute Hours	5,990	5,604	(386)	5,990	5,604	(386)	61,640
Teachers' Extra Duty/Stipends	-	2,727	2,727	1,500	2,727	1,227	30,000
Pupil Support Salaries	12,545	19,364	6,818	12,545	19,364	6,818	213,000
Administrators' Salaries	29,588	29,088	(500)	59,175	58,175	(1,000)	349,050
Other Certificated Salaries	2,667	2,667	0	5,333	5,333	0	32,000
Total Certificated Salaries	238,480	246,236	7,756	272,234	277,990	5,756	2,740,350
Classified Salaries							
Instructional Salaries	36,987	47,462	10,475	36,987	47,462	10,475	522,086
Support Salaries	25,704	18,018	(7,686)	35,246	29,727	(5,519)	209,906
Supervisors' and Administrators' Salaries	6,083	6,083	-	12,167	12,167	-	73,000
Clerical and Office Staff Salaries	14,807	14,183	(624)	24,690	19,016	(5,674)	160,843
Other Classified Salaries	(902)	2,780	3,681	2,265	2,780	515	30,576
Total Classified Salaries	82,680	88,526	5,846	111,356	111,151	(204)	996,411
Benefits							
State Teachers' Retirement System, certificated positions	36,439	39,767	3,328	41,769	44,895	3,126	442,567
Public Employees' Retirement System, classified positions	17,637	18,325	687	23,366	23,008	(358)	206,257
OASDI/Medicare/Alternative, certificated positions	5,830	5,489	(341)	7,050	6,891	(158)	61,777
Medicare/Alternative, certificated positions	4,580	4,854	274	5,455	5,643	188	54,183
Health and Welfare Benefits, certificated positions	16,680	22,400	5,720	36,411	44,800	8,389	268,800
State Unemployment Insurance, certificated positions	3,445	1,415	(2,030)	3,601	2,830	(771)	28,300
Workers' Compensation Insurance, certificated positions	10,662	3,348	(7,315)	13,724	3,891	(9,832)	37,368
Total Benefits	95,274	95,597	324	131,375	131,959	585	1,099,252
Books & Supplies							
Textbooks and Core Materials	599	18,750	18,151	2,697	18,750	16,053	75,000
Books and Reference Materials	-	1,820	1,820	-	3,640	3,640	9,100
School Supplies	-	3,350	3,350	3,314	6,700	3,386	40,200
Software	9,522	2,942	(6,580)	15,708	5,883	(9,825)	35,300
Office Expense	607	4,775	4,168	6,133	9,550	3,417	57,300
Business Meals	-	500	500	-	1,000	1,000	6,000

Allegiance STEAM Academy - Thrive

Budget vs Actual

For the period ended August 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Noncapitalized Equipment	-	140,700	140,700	-	140,700	140,700	140,700
Food Services	4,432	7,832	3,401	4,432	7,832	3,401	86,155
Total Books & Supplies	15,160	180,669	165,509	32,285	194,056	161,771	449,755
Subagreement Services							
Nursing	-	4,467	4,467	-	8,933	8,933	53,600
Special Education	-	10,955	10,955	-	10,955	10,955	120,500
Total Subagreement Services	-	15,421	15,421	-	19,888	19,888	174,100
Operations & Housekeeping							
Auto and Travel	-	145	145	-	145	145	1,600
Dues & Memberships	396	783	388	792	1,567	775	9,400
Insurance	8,044	8,044	(0)	16,088	16,088	(0)	96,527
Utilities	4,670	7,000	2,331	9,339	14,000	4,661	84,000
Janitorial Services	415	492	77	830	983	153	5,900
Communications	308	1,017	709	615	2,033	1,418	12,200
Postage and Shipping	41	-	(41)	41	-	(41)	1,400
Total Operations & Housekeeping	13,873	17,481	3,608	27,705	34,817	7,112	211,027
Facilities, Repairs & Other Leases							
Equipment Leases	-	1,208	1,208	-	2,417	2,417	14,500
Repairs and Maintenance	-	1,008	1,008	-	2,017	2,017	12,100
Total Facilities, Repairs & Other Leases	-	2,217	2,217	-	4,433	4,433	26,600
Professional/Consulting Services							
IT	5,000	5,100	100	11,000	10,200	(800)	61,200
Audit & Taxes	-	-	-	-	-	-	17,850
Legal	-	2,500	2,500	-	5,000	5,000	30,000
Professional Development	-	-	-	-	-	-	12,100
General Consulting	-	-	-	-	-	-	16,000
Special Activities/Field Trips	-	-	-	-	-	-	25,000
Bank Charges	-	-	-	-	-	-	2,400
Printing	-	-	-	-	-	-	2,800
Other Taxes and Fees	(1,612)	-	1,612	(1,610)	-	1,610	3,600
Payroll Service Fee	538	833	296	538	1,667	1,129	10,000
Management Fee	15,706	14,281	(1,425)	29,638	28,561	(1,077)	171,367
District Oversight Fee	-	-	-	-	-	-	168,200
Public Relations/Recruitment	-	-	-	-	-	-	13,800
Total Professional/Consulting Services	19,631	22,714	3,083	39,565	45,428	5,862	534,317
Interest							
Interest Expense	544	544	0	1,087	1,087	0	5,613
Total Interest	544	544	0	1,087	1,087	0	5,613
Total Expenses	465,642	669,405	203,763	615,606	820,809	205,203	6,237,424
Change in Net Assets	(181,836)	(339,539)	157,704	(331,790)	(490,944)	159,154	514,900
Net Assets, Beginning of Period	1,851,341			2,001,295			
Net Assets, End of Period	\$ 1,669,505			\$ 1,669,505			

Allegiance STEAM Academy - Thrive

Accounts Payable Aging

August 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
Cintas Corporation #150	4056404222	7/21/2020	7/31/2020	\$ -	\$ -	\$ 109	\$ -	\$ -	\$ 109
ESGI Software	30953	8/4/2020	8/4/2020	-	852	-	-	-	852
Cintas Corporation #150	4057723253	8/4/2020	8/14/2020	-	74	-	-	-	74
Cintas Corporation #150	4058370526	8/11/2020	8/21/2020	-	74	-	-	-	74
Cintas Corporation #150	4058973398	8/18/2020	8/28/2020	-	74	-	-	-	74
Amplified IT LLC	22299	8/6/2020	9/5/2020	950	-	-	-	-	950
Codesters	INV-18930	8/11/2020	9/10/2020	<u>3,060</u>	-	-	-	-	<u>3,060</u>
Total Outstanding Invoices				<u>\$ 4,010</u>	<u>\$ 1,073</u>	<u>\$ 109</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,192</u>



DISRUPTION

The Board of Directors is committed to providing a safe and orderly environment for students, staff, and others on school property or engaged in school activities. The CEO or designee shall remove any individual who, by his/her presence or action, disrupts or threatens to disrupt normal operations at the school campus, threatens the health and safety of anyone on school property, or causes or threatens to cause damage to school property or to any property on school grounds.

The CEO or designee shall establish a plan describing staff responsibilities and actions to be taken when an individual is causing or threatening to cause a disruption. The plan shall address, as appropriate, visitor registration procedures; campus security measures; evacuation procedures; lock-down procedures; possible responses to an active shooter situation; communication within the school and with parents/guardians, law enforcement, and the media in the event of an emergency; and crisis counseling or other assistance for students and staff after a disruption. In developing such a plan, the CEO or designee shall consult with law enforcement to create guidelines for law enforcement support and intervention when necessary.

The CEO or designee shall provide training to school staff on how to identify and respond to actions or situations that may constitute a disruption.

Any employee who believes that a disruption may occur shall immediately contact the CEO. The CEO or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

Adopted:



The CEO or designee may direct any person, except a student, school employee, or other person required by his/her employment to be on school grounds, to leave school grounds or school activity if:

1. The CEO or designee has reasonable basis for concluding that the person is committing or has entered the campus with the purpose of committing an act which is likely to interfere with the peaceful conduct, discipline, good order, or administration of the school or a school activity, or with the intent of inflicting damage to any person or property. (Education Code 44810, 44811; Penal Code 626.7)
2. The person fights or challenges another person to a fight, willfully disturbs another person by loud and unreasonable noise, or uses offensive language which could provoke a violent reaction. (Penal Code 415.5)
3. The person, without lawful business for being present, loiters around a school or re-enters a school within 72 hours after he/she was asked to leave. (Penal Code 653b)
4. The person is required to register as a sex offender pursuant to Penal Code 290 and does not have a lawful purpose and written permission from the CEO or designee to be on school grounds (Penal Code 626.81)
5. The person is a specified drug offender, as defined in Penal Code 626.85, and does not have written permission from the CEO or designee to be on school grounds. However, such specified drug offender may be on school grounds during any school activity if he/she is a student or the parent/guardian of a student attending the school. (Penal Code 626.85)
6. The person willfully or knowingly creates a disruption with the intent to threaten the immediate physical safety of students, staff, or others while attending, arriving at, or leaving school. (Penal Code 626.8)
7. The person has otherwise established a continued pattern of unauthorized entry on school grounds. (Penal Code 626.8)

The CEO or designee shall allow a parent/guardian who was previously directed to leave school grounds to reenter for the purpose of retrieving his/her child for disciplinary reasons, medical attention, or family emergencies, or with the CEO or designee's prior written permission. (Penal Code 626.7, 626.85) When directing any person to leave school premises, the CEO or designee shall inform the person that he/she may be guilty of a crime if he/she: (Education Code 32211; Penal Code 626.7, 626.8, 636.85)

1. Fails to leave or remains after being directed to leave
2. Returns to the campus without following the schools posted registration requirements
3. Returns within seven days after being directed to leave

Whenever an individual is causing or threatening to cause a disruption at any district facility other than a school campus, the CEO or designee may direct that individual to leave the facility.

Adopted:



Appeal Procedure

Any person who is asked to leave a school building or grounds may appeal to the CEO or designee. This appeal shall be made no later than the second school day after the person has departed from the school building or grounds. After reviewing the matter with the CEO or designee and the person making the appeal, the CEO or designee shall render his/her decision within 24 hours after the appeal is made, and this decision shall be binding. (Education Code 32211)

The decision of the CEO or designee may be appealed to the Board. Such an appeal shall be made no later than the second school day after the CEO or designee has rendered his/her decision. The Board shall consider and decide the appeal at its next scheduled regular or adjourned regular public meeting. The Board's decision shall be final. (Education Code 32211)

In any circumstance where a person has been directed to leave a school building or ground, , he/she may nevertheless enter the school building or ground solely for the purpose of making the appeal. (Education Code 32211)

Adopted:



ALLEGIANCE STEAM ACADEMY THRIVE Wellness Policy 2020-2021

Due to children's need to access healthy foods and opportunities to be physically active in order to grow, learn, and thrive, Allegiance STEAM Academy Thrive and its School Food Authority members are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of ASA Thrive School Food Authority (SFA) that:

- School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing ASA SFA school-wide nutrition and physical activity policies.
- All students in grades TK-8 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans* and the *CDE NSD*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. It will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning, and will provide clean, and safe settings and adequate time for students to eat.
- To the maximum extent practicable, ASA SFA will participate in available federal school meal programs, including the School Breakfast Program and National School Lunch Program.
- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs and with related community services.

TO ACHIEVE THESE POLICY GOALS:

Creation of Wellness Committee

ASA SFA has created, strengthened, or worked within existing school advisory councils developing, implementing, monitoring, reviewing, and, as necessary, revising school nutrition and physical activity policies. The councils serve as resources to school sites for implementing those policies. (A school health council consists of a group of individuals representing the school and community, and should include parents, students, and representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

Nutrition and Physical Activity Promotion and Food Marketing

Meals served through the National School Lunch and Breakfast Programs will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- offer a variety of fruits and vegetables;²
- calories and sodium will be specific for grade levels
no more than 10% of total calories from saturated fat, averaged over a week;
- serve only low-fat (1%) and fat-free milk³ and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that grains are whole grain
- serve items that contain 0 grams of trans fats

School should engage students and parents through taste-tests of new entrees and surveys, in selecting foods sold through the school meal programs in order to identify new, healthful, and appealing food choices. In addition, schools should share information about the nutritional content of meals with parents and students. Such information can be made available on menus, a website, on the cafeteria menu boards, placards, or other point-of-purchase materials.



Breakfast

To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- School will, to the extent possible, operate the School Breakfast Program.
- School will, to the extent possible, utilize methods to serve school breakfasts that encourage participation, serving breakfast before classes start.
- School will notify parents and students of the availability of the School Breakfast Program.
- School will encourage parents to provide a healthy breakfast for their children.

Free and Reduced-priced Meals

School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

Meal Times and Scheduling

School:

- will provide students with enough time to consume their meal after it has been served.
- should schedule meal periods at appropriate times, *e.g.*, lunch is scheduled between 11:50 a.m. and 12:50 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will schedule lunch periods to follow recess periods (in elementary schools); when reasonable.
- will encourage students to wash or hand sanitize hands before they eat meals or snacks; and
- should take reasonable steps to encourage the tooth-brushing regimens of students with special oral health needs (*e.g.*, orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff

Qualified nutrition professionals will administer the school meal programs. As part of ASA SFA it is our responsibility to operate a food service program; we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.⁶

Sharing of Foods and Beverages

School should monitor students sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Elementary Schools

The school food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals.

Middle/Junior High School

In middle/junior high school, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

Allowed Beverages

- Fruit or Vegetable juice:
 - 100% juice (can be diluted with water, no dilution limit)
 - No added sweeteners
 - 12 fl. oz. serving size or less
- Milk:
 - 1 % (unflavored), nonfat (flavored, unflavored)
 - 12 ounces or less



- Water:
 - No added sweeteners, flavors etc.
 - No serving size
- Other flavored beverages (“no calorie”)

Allowed Foods

A food item sold individually:

- will have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined;
- will have no more than 35% of its *weight* from added sugars;⁸
- will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
- It is encouraged to offer a choice of two fruits and/or non-fried vegetables for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables (cooked or dried), canned fruits (light syrup), juice, canned vegetables (that meet the above fat and sodium guidelines).⁹

Fundraising Activities

To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity.

Snacks

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. ASA SFA will disseminate the guidelines for compliant snacks.

Rewards

School is encouraged not to use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,¹⁰ and will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

School should limit celebrations that involve food during the school day to no more than one party/celeration per class per trimester. It is encouraged that each party/celebration include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above).

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). It is encouraged that foods and beverages offered or sold at school-sponsored events outside the school day meet the nutrition standards for meals or for foods and beverages sold individually (above).

Nutrition Education and Promotion

ASA SFA aims to teach, encourage, and support healthy eating by students. It's encouraged that school provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;



- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutritional practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons; and
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents

ASA SFA/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. ASA SFA will send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus when available. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

ASA SFA/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

Food Marketing in School

School-based marketing will be consistent with nutrition education and health promotion. As such, school will limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹¹ School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: sales of healthy food for fundraisers.

Staff Wellness

ASA SFA highly values the health and well-being of every staff member and will encourage that support personal efforts by staff to maintain a healthy lifestyle.

Physical Education and Physical Activity Opportunities

Physical Education (P.E.) TK-8.

All students in grades TK-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive weekly physical education for the entire school year. All physical education will be taught by a physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.



- A minimum of 200 minutes for every 10 school days for students in grades 1-6
- A minimum of 400 minutes for every 10 school days for students in grades 7-8
- School shall be encouraged to annually administer the physical fitness test designated by the State Board of Education to students in grades 5 and 7

Daily Recess

All elementary school students will attempt to have at least 20 minutes a day of supervised recess, preferably outdoors, during which school should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

School should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School

Elementary and middle school will offer when appropriate extracurricular physical activity programs, such as physical activity clubs or intramural programs. Middle school, when appropriate, will offer, interscholastic sports programs. School will offer when feasible a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

After-school child care and enrichment programs when appropriate will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment.

Safe Routes to School

ASA SFA will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, ASA SFA will work together with local public works, public safety, and/or police departments in those efforts. ASA SFA will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements. ASA SFA will encourage students to use public transportation when available and appropriate for travel to school, and will work with the local transit agency to provide transit passes for students.

Use of School Facilities Outside of School Hours

School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Monitoring

The Wellness Committee will ensure compliance with established ASA SFA school-wide nutrition and physical activity wellness policies. The principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the ASA SFA Wellness Committee.

School food service staff, at the school level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Wellness Committee (or if done at the school level, to the school principal). In addition, ASA SFA will report on the most recent USDA Administrative Review findings and any resulting changes.

The Wellness Committee will develop a summary report periodically on ASA SFA school-wide compliance with ASA School established nutrition and physical activity wellness policies, based on input from school within ASA SFA. That report will be provided to the school board and also distributed to all school health councils, parent/teacher organizations, school principal, and



school health services personnel in ASA SFA.

Monitor and Policy Review

Policy Review

To help with the initial development of the ASA SFA wellness policy, school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies.¹³ The results of those assessments will be compiled by the Wellness Committee level to identify and prioritize needs.

Assessments will be repeated periodically to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, ASA SFA will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. ASA SFA, will, as necessary, suggest revisions to the wellness policies and develop work plans to facilitate their implementation.



Footnotes

² To the extent possible, school will offer at least two non-fried vegetables and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

³ As recommended by the *Dietary Guidelines for Americans 2010*

⁴ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal.

⁵ It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

⁶ School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute.

⁷ Surprisingly, seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

⁸ If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁹ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate

¹⁰ Unless this practice is allowed by a student's individual education plan (IEP).

¹¹ Advertising of low-nutrition foods and beverages are permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

¹² Schools should not permit general brand marketing for food brands under which more than half of the foods or beverages do not meet the nutrition standards for foods sold individually or the meals are not consistent with school meal nutrition standards.

¹³ Useful self-assessment and planning tools include the *School Health Index* from the Centers for Disease Control and Prevention (CDC), *Changing the Scene* from the Team Nutrition Program of the U.S. Department of Agriculture (USDA), and *Opportunity to Learn Standards for Elementary, Middle, and High School Physical Education* from the National Association for Sport and Physical Education.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 6142.7 - Physical Education)

Legal Reference:

EDUCATION CODE

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act

49540-49546 Child care food program

49547-49548.3 Comprehensive nutrition services

49550-49560 Meals for needy students

49565-49565.8 California Fresh Start pilot program

49570 National School Lunch Act

51222 Physical education

51223 Physical education, elementary schools

CODE OF REGULATIONS, TITLE 5

10060- Criteria for Physical Education Program

15500-15501 Food sales by student organizations

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:

1751 Note Local wellness policy

1771-1791 Child Nutrition Act, including:

1773 School Breakfast Program



**ALLEGIANCE STEAM ACADEMY THRIVE
PAID MEAL COLLECTION POLICY
FOOD SERVICE FOR YEAR 2020-2021**

HOW TO PAY

Parents have two ways to pay for their student's meals:

- 1) Parents may set-up an online account at <https://www.k12paymentcenter.com/> for **Meal Plus**.
 - a. Parents will be able to make payments using a credit card or debit card.
 - b. Parents will be able to set-up automatic payments and see student balances.
Please be aware there is a fee per transaction, \$1.95 for deposits under \$100.00 or 3.99% for deposits over \$100.00. This is a fee charged by the website company for the use of the program. That fee is not given to the school or nutrition program.
- 2) Parents may pay student meals by providing the school's Meal Manager with a personal check, money order, cashier's check, or cash payment.
 - a. **** Check must be payable to Schools in Action. ****

COLLECTION PROCEDURE

There are two methods of payment for meals: prepayment and post-billing. Students who pay full price or a reduced price for their meals have the option of paying on a weekly or monthly basis.

If a student is charging their meal, the meal server or designee logs the charged meal on that student's account on the meal program software at the time the meal is being taken by the student.

It is the parents responsibility to ensure that their child(ren) has/have a sufficient balance in their meal account. However, in order to encourage all of our students to eat a healthy, balanced meal at a reduced cost, students can charge up to \$20. If the student reaches a negative balance of \$20, the account will be automatically blocked on the system. If there are any left over meals, the student *may* be provided a meal or will be offered an alternate meal that is nutritionally adequate and may consist of whole grain crackers, fruit, vegetables and milk, until the unpaid meal debt is cleared and the meal account is in a positive balance. Therefore, it is the parent's responsibility to ensure that their child(ren) has/have a healthy meal available.

Parents of students who reach the \$20 threshold will receive a phone call or an email from the school informing them that their child(ren) has reached the limit and will be unable to continue participating in the meal program until payment has been made. Parents can check balances at any time through <https://www.k12paymentcenter.com/>.

Families that are unable to pay for their student's meals, are encouraged to fill out a lunch application to see if they might qualify for federal assistance. Families can request the lunch applications in the main office or at <https://www.lunchapplication.com/>.

PRE-ORDER SYSTEM

If a student misses their pre-ordered meals without a reasonable explanation, the meal will be charged at full price.

PREPAYMENT

- 1) Parents will have the ability to prepay their child's account on <https://www.k12paymentcenter.com/> using a credit or debit card.
- 2) Students have the ability to prepay with check, cash, money order or cashier's check for their meals before or after school. Parents or students can turn in the prepayment to the school office and it will be tracked on the meal program software under the student's record.



POST-BILLING

Schools in Action (our meal management company) will send out bills monthly and/or at the end of the semester for any outstanding balances. The Meal Manager will continue to encourage families who have not submitted a lunch application to submit one.

EXCESS BALANCES

Families who have a positive balance in the student's paid meals account will be notified by Schools in Action before the end of the year. The parents can opt to either carry the balance over to the following year, or receive a refund for the excess balance. If a refund is elected, Schools in Action will mail a check home.

DELINQUENT DEBT

When meal charges continue to go unpaid, parents are contacted by phone and/or mailed a letter from the Schools in Action and/or Allegiance STEAM Academy Thrive.

If after sending out the post-billing notices families are still not submitting payment, the Director of Business Services will follow up with phone calls or set up meetings to determine why families are not paying and come up with a payment plan, if needed. The payment plans will take into account the family's financial circumstances and be reasonable in terms of amounts and timeline. The payment plan will be signed by the family and the Director of Business Services. Families would make the payments on the payment plan to the Director of Business Services.

CONTACT INFO

If you have any questions in regards to this policy, please contact the Food Manager at school.

MARGARITA COSIO food.services@asathrive.org

This institution is an equal opportunity provider



**ALLEGIANCE STEAM ACADEMY THRIVE
POLÍTICA DE RECAUDACIÓN DE PAGOS
EL SERVICIO DE ALIMENTACIÓN AÑO ESCOLAR 2020-2021**

CÓMO PAGAR

Los padres tienen dos opciones para pagar las comidas de sus hijos:

- 1) Los padres pueden establecer una cuenta en <https://www.k12paymentcenter.com/> para Meal Plus.
 - a) Los padres podrán realizar pagos utilizando tarjeta de crédito o débito.
 - b) Los padres podrán establecer pagos automáticos y ver los saldos de los estudiantes.

NOTA: Hay un cargo extra por cada transacción al usar el sistema electrónico, \$1.95 por depósitos de hasta \$100.00 o el 3.99% si el depósito es mayor de \$100.00. Este cobro lo hace la compañía por el uso de sus servicios, el dinero no lo recibe la escuela o el Programa de Nutrición.
- 2) Los padres pueden pagar las comidas de los estudiantes proporcionando un cheque personal, giro postal, cheque de caja o pago en efectivo, en la oficina de la escuela.
 - a) ** El cheque deberá ser escrito a nombre de **Schools in Action**. **

PROCEDIMIENTO DE COBRO

Hay dos métodos de pago para las comidas: prepago y post-facturación. Los estudiantes que pagan el precio completo o precio reducido por sus comidas tienen la opción de pagar en forma semanal o mensual.

Cada vez que un estudiante recibe su comida, ésta se registra en su cuenta personal dentro del Programa de Nutrición por parte de la persona designada y el precio se descuenta del saldo.

Es responsabilidad de los padres el asegurar que su(s) hijo(s) tenga suficiente dinero en su cuenta para comida; sin embargo, para motivar a nuestros alumnos a que se alimenten de manera saludable y balanceada a un precio reducido, los alumnos podrán acumular hasta no más de \$20.00 en saldo negativo. Una vez que el alumno llegue a este límite, la cuenta será bloqueada automáticamente en el sistema. Solamente podría proveerse de un almuerzo en el caso de que hubiera alimentos extras o se le proporcionará una comida alternativa, que será nutricionalmente adecuada y podrá incluir galletas integrales, fruta, verdura y leche, hasta que la deuda pendiente se liquide o presente saldo positivo. Por lo tanto, es la responsabilidad de los padres asegurarse de que el alumno tenga un almuerzo saludable disponible.

Los padres de los alumnos que tengan \$20.00 de deuda recibirán una llamada o correo electrónico por parte de la escuela informándoles que se ha alcanzado el límite y que no se podrá continuar en el programa de almuerzos hasta que se haya cubierto la deuda. Cada familia podrá revisar en cualquier momento su estado de cuenta a través de <https://www.k12paymentcenter.com/>

A las familias que no pueden pagar las comidas de sus estudiantes, se les sugiere llenar una solicitud de almuerzo para ver si califican para asistencia federal. Estas solicitudes las puede encontrar en la oficina principal o a través de <https://www.lunchapplication.com/>

COMIDA ORDENADA CON ANTICIPACIÓN

Si un alumno no recoge su desayuno o almuerzo sin una explicación razonable, se le cobrará el precio completo de la comida omitida.

PREPAGO

- 1) Los padres tendrán la posibilidad de pagar por adelantado la cuenta de sus hijos en <https://www.k12paymentcenter.com/> con una tarjeta de crédito o débito.



- 2) Los estudiantes tienen la posibilidad de prepagar con cheque, giro postal o cheque de caja para sus comidas antes de que comiencen las clases cada mañana o después de escuela. Los padres o estudiantes pueden entregar el pago por adelantado en la oficina de la escuela y éste se abonará a la cuenta que se encuentra bajo el registro del estudiante.

POST-FACTURACIÓN

Schools in Action (nuestra compañía de administración de comidas) enviará facturas mensualmente y/o al final del semestre por cualquier deuda pendiente. El Titular del Programa de Comida continuará alentando a las familias que no hayan presentado una solicitud de almuerzo a enviar una.

EXCESO DE SALDO

Las familias que tengan un saldo a favor en la cuenta del Programa de Nutrición del estudiante serán notificadas por Schools in Action antes de fin de año. Los padres pueden optar por mantener el saldo para el año siguiente o recibir un reembolso por el saldo disponible. Si se elige un reembolso, Schools in Action enviará un cheque a casa.

DEUDA PENDIENTE

Cuando los cargos por comida continúan sin pagar, se contacta a los padres por teléfono y/o se les envía una carta por correo desde Schools in Action y/o Allegiance STEAM Academy Thrive.

Si después de enviar los avisos posteriores a la facturación, las familias aún no envían el pago, el Director Administrativo hará un seguimiento con las llamadas telefónicas o las reuniones para determinar por qué las familias no pagan y elaborar un plan de pago, si es necesario. Los planes de pago tendrán en cuenta las circunstancias financieras de la familia y serán razonables en términos de montos y plazo. El plan de pago será firmado por la familia y el Director Administrativo. Las familias harán los pagos acordados en el plan de pago al Director Administrativo.

INFORMACIÓN DE CONTACTO

Si tiene alguna pregunta con respecto a este documento, comuníquese con nuestro Titular del Programa de Comida.

MARGARITA COSIO food.services@asathrive.org

Esta institución es un proveedor de igualdad de oportunidades