



Connect Community Charter School Board Meeting Agenda

Date: April 6, 2023 | Time: 7:00 PM

635 Oakside Ave, Redwood City, CA, 94063 Room 31

Purpose of the Board: Support and create policies that ensure the effective operational and financial management of Connect.

1. CALL TO ORDER AND APPROVAL OF AGENDA

a. Roll call/establishment of quorum

Board Member	Present	Absent
Cesar Castillo, Member		
Elise Dixon, Member		
Jay Dunlap, Secretary		
Anabel Jensen, Member		
Tommy O'Toole, President		

b. Approval of agenda as posted or revised

2. COMMENTS FROM THE PUBLIC

Public comments are limited to 3 minutes per person per topic. Comments focused on agenda topics will be given time at the appropriate section of the agenda

3. REPORTS

- a. President's Report and Comments – Tommy (10 min)

Update on board activities, priorities, and areas of engagement

- b. Directors' Report (20 min)

Update on school-related issues

- c. Committees & Meetings – All Members (10 min)

Reports on meetings and conversations with relevance to board business

- d. Financial Report – EdTec (10 min)

Update on school financials

4. CONSENT AGENDA (10 min)

- a. Approve minutes for meeting on March 9, 2023
- b. Approve check & credit card register for February 2023
- c. Approve new employee contract – J. Neuemier

5. ITEMS FOR DISCUSSION/ACTION/APPROVAL

- a. Approve Board Application for Raquel Seifert -- (10 Min) *Discuss and approve board application*
- b. CSI Monitoring -- (10 Min)
Discuss background information and next steps
- c. Prop 39 -- (10 Min)
Discuss district offer
- d. Discuss impact of staffing shortages on Connect for the 23-24 school year - (20 min)

6. CLOSED SESSION

- a. Section 54957: Public employee appointment and evaluation (10 Min) Title: Principal

7. REPORT OUT OF CLOSED SESSION ON ANY ACTION TAKEN 8. ADJOURN MEETING

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body's website, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting CONNECT Community Charter School at 635 Oakside Ave, Redwood City, CA 94063; telephone (650) 482-2426.

FOR MORE INFORMATION

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Connect Community Charter SchoolBoard Financial Update

SAM LEONARD

APRIL 6, 2023



1. 2022-23 Financial Update
 - A. Forecast Update
 - B. Cash Balance
2. 2023-23 Budget Update
 - A. Budget Update
 - B. Budget Assumptions
 - C. Governor's January Proposal
 - D. State Budget Update
 - E. Prop 28

3. Exhibits

A. Income Statement

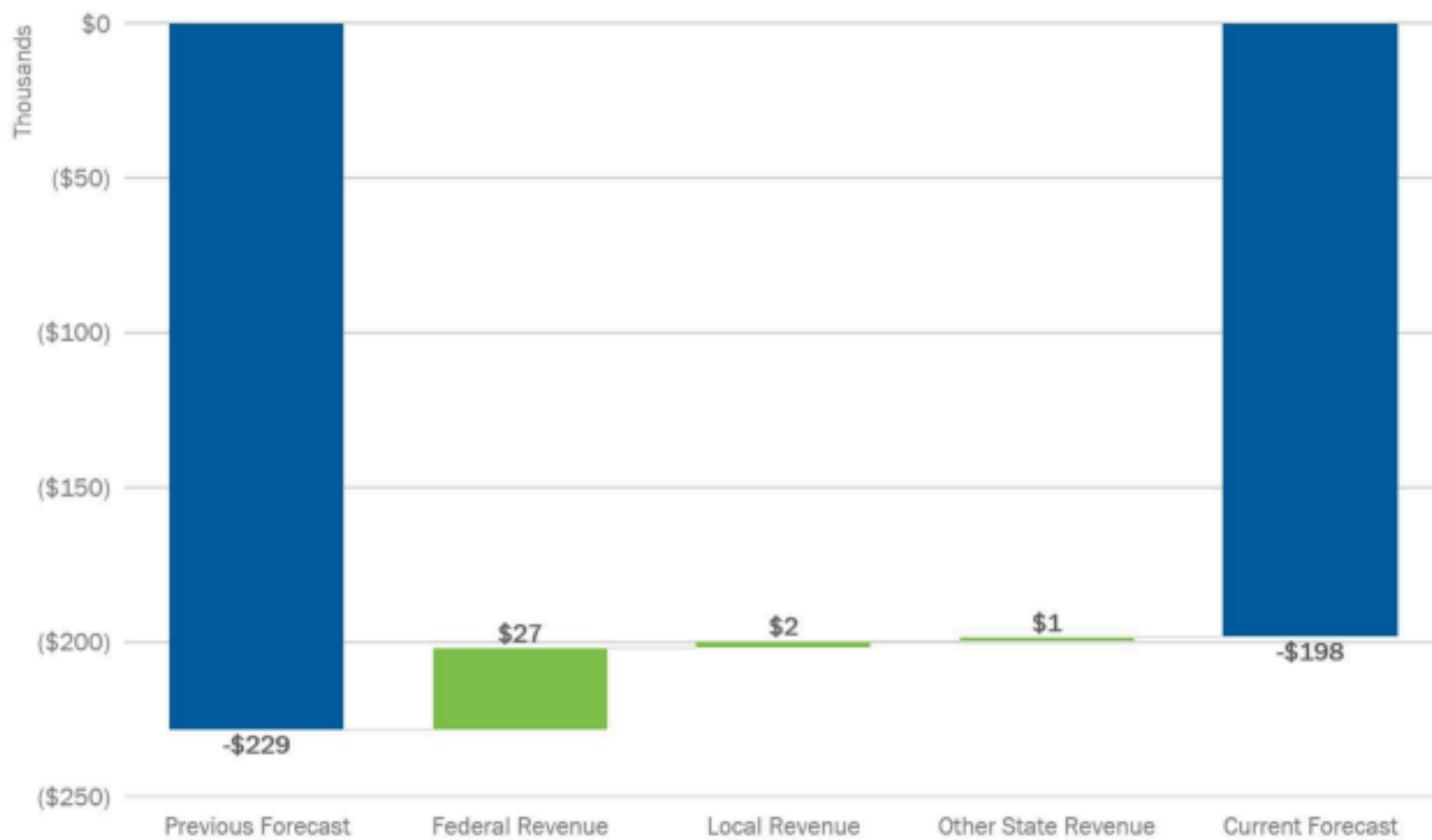
B. Cash Flow

C. Balance Sheet

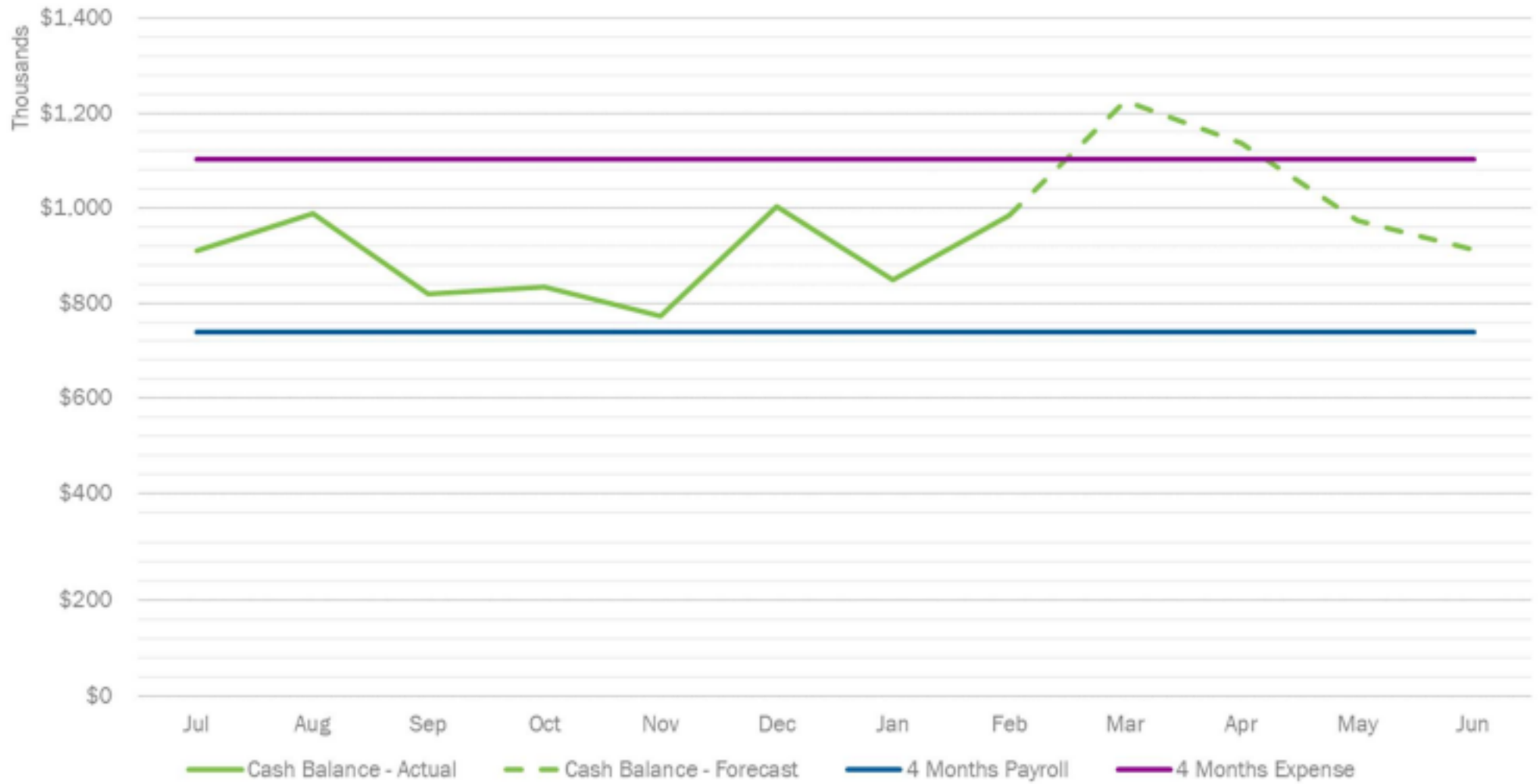
2022-23 Financial Updates



Updates to Title I funding increases Operating Income



Cash balance expected to remain around 4 months expense



2023-24 Budget Updates



Operating Income currently forecasted at -\$275k

Revenue	LCFF Entitlement	Current Forecast 1,581,139	Projected Budget 2,204,146
	Federal Revenue	582,081	108,913
	Other State Revenues	864,859	373,985
	Local Revenues	56,716	56,716
	Fundraising and Grants	22,424	22,424
	Total Revenue	3,107,220	2,766,184
Expenses	Compensation and Benefits	2,219,114	2,296,403
	Books and Supplies	107,595	110,823
	Services and Other Operating	978,904	634,755
	Depreciation	-	-
	Other Outflows	-	-
	Total Expenses	3,305,614	(275,797) 25.4%
	Operating Income	(198,395)	3,041,981
	Beginning Balance (Audited)	1,245,388	1,046,994
	Operating Income	(198,395)	(275,797)

Ending Fund Balance (incl. Depreciation)		1,046,994	771,197
Ending Fund Balance as % of Expenses		31.7%	



Expecting a similar payroll structure to 2022-23

	187
	94%
	176

8.13%
5%
3%



- Winter storms ☾ tax filing date extended to October 16.
- May

Revise released and FY24 Budget approved prior to

- COLA

- Expect statutory COLA calculation to be greater than

•



Legislature can cap at Governor's 8.13% or reduce • Delay LCFF

equity



multiplier

- Reduce ELO-P

new deadline ☾ incomplete data on state tax revenues

8.13%

further, perhaps to 6.4%

- Begins 2023-24
- Ongoing and three years to spend each year's

• >500 students → spend 80%+ on staff* • Supplement, not



supplant — new expense to budget!

- ~~Required to complete expenditure plan & annual reports~~

~~Board approval and posted to school website~~



entitlement



*No contractors

Thank you!

Additional Questions? Contact us:

SAM LEONARD: SLEONARD@EDTEC.COM



Connect Community Charter School
Income Statement
As of Feb FY2023

YTD

Actual
YTD

16,898
0,559
8,957
7,249
1
174,22

123,35
18,771
5,437
12,603
40,16

5,940)

Budget v1 vs.
Current
% Current

Actual Budget

Previous
Forecast vs.
Approved
Current Forecast
Current Forecast

Current Forecast
Forecast Remaining

Forecast
Spent

SUMMARY
Revenue

Dec Jan Feb

Approved Budget v1
Previous Forecast

LCFF Entitlement - - 243,750 1,663,104 1,581,139 1,581,139 - (81,965) 1,044,241 34% Federal Revenue - - 152,981 555,434 555,434 582,081 26,647 26,647 421,522 28% Other State Revenues - - 340,879 718,525 863,562 864,859 1,297
146,335 325,902 62% Local Revenues 449,165 (295,997) (43,521) 54,498 54,498 56,716 2,218 2,218 (180,533) 418% Fundraising and Grants - - 560 22,424 22,424 22,424 - - 21,863 3% **Total Revenue 449,165 (295,997) 694,649 3,013,985**
3,077,058 3,107,220 30,162 93,235 1,632,995 47%

Expenses

Compensation and Benefits 163,751 157,066 162,820 2,284,979 2,219,114 2,219,114 - 65,864 895,761 60% Books and Supplies - 4,438 (4,751) 107,595 107,595 107,595 - 68,825 36% Services and Other Operating Expenditures 33,158
27,022 55,605 784,998 978,904 978,904 - (193,906) 693,468 29% Depreciation - - - - - - -
Other Outflows 25,497 15,477 17,267 - - - (92,603) **Total Expenses 222,406 204,002 230,940 3,177,572 3,305,614 3,305,614 - (128,042) 1,565,450 53%**

Operating Income 226,759 (499,999) 463,709 (163,587) (228,557) (198,395) 30,162 (34,807) 67,545

Fund Balance

Ending Fund Balance 986,349 1,016,832 1,046,994
Fund Balance as a % of Expenses 31% 31% 32%

$$\frac{\text{Actual}}{\text{TD}}$$

Forecast vs.
Approved
Budget v1 vs.
Current
% Current

K-3 62.04 55.82 55.82 - (6.22) 4-6 46.06 44.74 44.74 - (1.32) 7-8 37.60 34.44 34.44 - (3.16) **Total ADA 145.70 135.00 135.00 - (10.70)**

-	7,841
,465	
135	173 -
100	5,035
196	
,163	
10,559	17,249
1,413	- 60
,979 -	1
109	
,190	
9,968	
8,899	561
18,957	74,224

Previous
Forecast vs.
Approved
Budget v1 vs.
Current
% Current

YTD
Actual YTD
218,881 13,678 304,339
536,898

8011 Charter Schools LCFF - State Aid -- 143,268 441,966 398,836 398,836 - (43,130) 179,955 55% 8012 Education Protection Account Entitlement -- 6,839 29,140 27,000 27,000 - (2,140) 13,322 51% 8096 Charter Schools in Lieu of Property Taxes -- 93,643 1,191,998 1,155,303 1,155,303 - (36,695) 850,964 26% **SUBTOTAL - LCFF Entitlement -- 243,750 1,663,104 1,581,139 1,581,139 - (81,965) 1,044,241 34%**

8181 Special Education - Entitlement	--	30,796	30,796	30,796	--	30,796	0%	8291 Title I	--	61,465	42,780	42,780	66,982	24,202	24,202	5,517	92%	8292 Title II	--	1,335	5,487	5,487	5,336	(151)	(151)	4,001	25%	8294 Title IV	--	5,000	10,000	10,000	10,000	--	5,000	50%	8297 PY Federal - Not Accrued	--	2,596	--	2,596	2,596	2,596	100%	8299 CARES Funding	--	82,585	466,371	466,371	466,371	--	376,208	19%	SUBTOTAL - Federal Revenue	--	152,981	555,434	555,434	582,081	26,647	26,647	421,522	28%
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Other State Revenue

8319 Other State Apportionments - Prior Years -- 1,297 - 116 1,413 1,297 1,413 0 100% 8381 Special Education - Entitlement (State -- 45,979 103,381 103,381 103,381 -- 57,403 44% 8382 Special Education Reimbursement (State) - Mental Health --- 6,000 6,000 6,000 -- 6,000 0% 8550 Mandated Cost Reimbursements -- 2,509 2,509 2,509 2,509 -- (0) 100% 8560 State Lottery Revenue -- 10,190 34,697 33,417 33,417 - (1,279) 23,227 30% 8590 All Other State Revenue -- 189,989 198,307 391,967 391,967 - 193,660 51,999 87% 8593 ELOP -- 90,916 300,000 252,541 252,541 - (47,459) 113,642 55% 8596 ASES Grant --- 73.631 73.631 73.631 -- 73.631 0% **SUBTOTAL - Other State Revenue -- 340,879 718,525 863,562 864,859 1,297 146,335 325,902 62%**

Local Revenue

8631 Sales --- 3,000 3,000 3,000 -- 3,000 0% 8660 Interest -- 4,936 5,623 5,623 7,841 2,218 2,218 (0) 100% 8693 Field Trips -- 4,373 ----- (4,373) 8701 Measure U --- 45,875 45,875 45,875 -- 45,875 0% 8999 Uncategorized Revenue **449,165 (295,997) (52,830) ----- (225,035) SUBTOTAL - Local Revenue 449,165 (295,997) (43,521) 54,498 54,498 56,716 2,218 2,218 (180,533) 418%**

Fundraising and Grants

8801 Donations - Parents --- 5,000 5,000 5,000 -- 5,000 0% 8802 Donations - Private -- 60 15,424 15,424 15,424 -- 15,364 0% 8803 Fundraising -- 500 2,000 2,000 2,000 -- 1,499 25% **SUBTOTAL - Fundraising and Grants -- 560 22,424 22,424 22,424 -- 21,863 3%**

**Connect Community Charter School
Income Statement
As of Feb FY2023**

YTD
Actual YTD
460,995
30,568
39,519
149,084
139,555
4,500

TOTAL REVENUE 449,165 (295,997) 694,649 3,013,985 3,077,058 3,107,220 30,162 93,235 1,632,995 47%	
4,222	1,788
	193
5,436	772
,990	100
,618	5 999
,062	23 -
	135
	7
3,107	
19,309	
1,2543	
3,843	8,771
	Actual Budget
6,025	

Previous
Forecast vs.
Approved
Budget v1 vs.
Current
% Current

EXPENSES	Compensation & Benefits	Certificated Salaries	Dec Jan Feb Approved Budget v1	Previous Forecast	Current Forecast
				Current Forecast	Forecast Remaining Forecast Spent

1100 Teachers Salaries 63,755 62,940 55,924 724,458 741,760 741,760 - (17,302) 280,765 62% 1103 Teacher - Substitute Pay 2,103 3,685 9,971 39,625 39,625 39,625 -- 9,057 77% 1111 Teacher - Elective 5,474 5,682 5,682 61,152 61,152 61,152 -- 21,633 65% 1148 Teacher - Special Ed 22,610 20,129 13,670 231,090 231,090 -- 82,006 65% 1300 Certificated Supervisor & Administrator Salaries 17,083 17,083 17,625 320,369 205,000 205,000 - 115,369 65,445 68% 1920 Other Cert - Summer --- 55.919 55.919 - (55.919) 51,419 8% **SUBTOTAL - Certificated Salaries 111,026 109,519 102,872 1,376,695 1,334,546 1,334,546 - 42,149 510,324 46%**

Classified Salaries

2100 Classified Instructional Aide Salaries 19,170 12,644 28,008 192,425 159,763 159,763 - 32,662 4,327 97% 2103 After School Teachers - 1,080 - 85,478 67,897 67,897 - 17,581 54,906 19% 2400 Classified Clerical & Office Salaries 8,737 7,837 9,743 107,352 107,352 107,352 -- 33,735 69% 2940 Other Classified - Summer --- 41.807 41.807 - (41,807) 20,745 50% **SUBTOTAL - Classified Salaries 27,908 21,561 37,750 385,255 376,820 376,820 - 8,436 113,713 70%**

Employee Benefits

3100 STRS 20,798 20,596 19,005 239,860 230,119 230,119 - 9,740 80,810 65% 3300 OASDI-Medicare-Alternative 3,858 3,439 4,614 56,929 56,221 56,221 - 708 21,967 61% 3400 Health & Welfare Benefits (1,144) (1,138) (1,133) 196,020 191,785 191,785 - 4,235 157,942 18% 3500 Unemployment Insurance 200 1,984 840 9,449 9,449 9,449 -- 4,773 49% 3600 Workers Comp Insurance 1,105 1,105 (1,129) 20,771 20,175 20,175 - 596 6,232 69% **SUBTOTAL - Employee Benefits 24,818 25,986 22,197 523,029 507,749 507,749 - 15,280 271,724 46%**

Books & Supplies

4100 Approved Textbooks & Core Curricula Materials --- 12,854 12,854 12,854 -- 11,066 14% 4200 Books & Other Reference Materials --- 2,575 2,575 2,575 -- 682 74% 4320 Educational Software - 4,311 (5,173) 39,746 39,746 39,746 -- 11,974 70% 4325 Instructional Materials & Supplies --- 8,044 8,044 8,044 -- 6,244 22% 4326 Art & Music Supplies --- 5,467 5,467 5,467 -- 4,852 11% 4330 Office Supplies -- 441 7,500 7,500 7,500 -- 6,501 13% 4335 PE Supplies --- 1,000 1,000 1,000 -- 1,000 0% 4410 Classroom Furniture, Equipment & Supplies --- 10,989 10,989 10,989 -- 10,966 0% 4420 Computers: individual items less than \$5k --- 4,120 4,120 4,120 -- 4,120 0% 4430 Non Classroom Related Furniture, Equipment & Supplies --- 5,000 5,000 5,000 -- 1,365 73% 4720 Other Food - 127 (19) 10,300 10,300 10,300 -- 10,053 2% **SUBTOTAL - Books and Supplies - 4,438 (4,751) 107,595 107,595 107,595 -- 68,825 36%**

Services & Other Operating Expenses

5215 Travel - Mileage, Parking, Tolls --- 45 1,000 1,000 1,000 -- 955 5% 5305 Dues & Membership - Professional --- 1,913 7,382 7,382 7,382 -- 5,470 26% 5450 Insurance - Other 2,623 2,623 (1,028) 25,141 37,274 37,274 -- 12,133 67%

5515 Janitorial, Gardening Services & Supplies - - (33) (33) 5,150 2,485 2,485 - 2,665 2,518 -1% 5520 Security - - - - 1,036 1,036 1,036 - - 1,036 0% 5535 Utilities - All Utilities - - - - 33,063 33,063 33,063 - - 33,063 0% 5605 Equipment Leases - - - 1,210 7,473 7,473 7,473 - - 6,262 16% 5611 Prop 39 Related Costs - - 28,218 28,218 40,473 40,473 40,473 - - 12,255 70% 5615 Repairs and Maintenance - Building 4,725 - - 4,725 2,060 4,725 4,725 - (2,665) (0) 100% 5616 Repairs and Maintenance - Computers - 359 - 500 1,292 1,292 1,292 - - 792 39% 5803 Accounting Fees - - - 7,978 12,603 12,603 12,603 - - 4,625 63%

Connect Community Charter School

Income Statement

As of Feb FY2023

- 322
5,418
5,250
380 - -
17,023
574
4,564
4,049
2,342
1,040
2,598
1,023 -
10 20 -
6,190
8,080
1,515
34,84
2
-

Budget v1 vs.
Current
% Current

2,603

2,603

40,164

Actual Budget

Previous
Forecast vs.
Approved

Approved Budget
v1

Previous Forecast
Current Forecast

Current Forecast
Forecast
Remaining

Forecast Spent

5804 One-Time Funding Expense - - - 186,307 329,967 329,967 - (143,660) 329,967 0% 5809 Banking Fees 62 - 95 1,411 1,411 1,411 - - 1,089 23% 5812 Business Services 8,666 8,666 14,754 91,245 104,000 104,000 - (12,755) 28,582 73% 5815 Consultants - Instructional - - - 14,308 16,308 16,308 - (2,000) 1,058 94% 5820 Consultants - Non Instructional 900 - - 4,060 2,060 2,060 - 2,000 80 96% 5824 District Oversight Fees - - - 16,631 15,811 15,811 - 820 15,811 0% 5827 Unassigned ELOP - - - 55,000 55,000 55,000 - - 55,000 0% 5830 Field Trips Expenses 983 - (1,536) 33,990 33,990 33,990 - - 16,967 50% 5836 Fingerprinting - 240 - 654 654 654 - - 80 88% 5845 Legal Fees 611 - 1,197 6,180 6,180 6,180 - - 1,616 74% 5851 Marketing and Student Recruiting 4,049 - - 10,300 10,300 10,300 - - 6,251 39% 5857 Payroll Fees 264 264 493 4,029 4,029 4,029 - - 1,688 58% 5861 Prior Yr Exp (not accrued - - - 5,000 5,000 5,000 - - 3,960 21% 5863 Professional Development - 1,389 900 19,962 19,962 19,962 - - 7,364 63% 5869 Special Education Contract Instructors 5,451 8,784 6,852 111,441 111,441 111,441 - - 62,418 44% 5875 Staff Recruiting - - - 3,863 3,863 3,863 - - 3,863 0% 5877 Student Activities - 250 - 5,000 5,000 5,000 - - 4,750 5% 5878 Student Assessment - 20 - 12,832 12,832 12,832 - - 12,812 0% 5880 Student Health Services - - - 3,348 3,348 3,348 - - 3,348 0% 5881 Student Information System - - - 5,879 6,190 6,190 - (311) 0 100% 5884 Substitutes 1,995 4,389 6,509 7,210 45,210 45,210 - (38,000) 27,130 40% 5887 Technology Services - - - 4,243 4,243 4,243 - - 2,728 36% 5899 Miscellaneous Operating Expenses - - - 5,000 5,000 5,000 - - 4,377 12% 5910 Communications - Internet / Website Fees 2,829 - (817) 26,442 26,442 26,442 - - 21,600 18% 5915 Postage and Delivery - 38 - 1,540 1,540 1,540 - - 1,502 2% 5920 Communications - Telephone & Fax - - - 318 318 318 - - 318 0% **SUBTOTAL - Services & Other Operating Exp. 33,158 27,022 55,605 784,998 978,904 978,904 - (193,906) 693,468 29%**

Capital Outlay & Depreciation

SUBTOTAL - Capital Outlay & Depreciation - - - - -

Other Outflows

7999 Uncategorized Expense 25,497 15,477 17,267 - - - - (92,603) **SUBTOTAL - Other Outflows 25,497 15,477 17,267 - - - - (92,603)**

TOTAL EXPENSES 222,406 204,002 230,940 3,177,572 3,305,614 3,305,614 - (128,042) 1,565,450 53%

Connect Community Charter School

Monthly Cash Forecast

As of Feb FY2023

2022-23																											
Actuals & Forecast																											
Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Remaining Actuals Actual																											

Connect Community Charter School

ASSETS	Jun FY2022	Feb FY2023
Cash Balance	1,033,076	984,219
Accounts Receivable	402,035	144,091
Prepays	29,470	3,931
TOTAL ASSETS	1,464,582	1,132,240

LIABILITIES & EQUITY	75,493	39,532
Accounts Payable	75,543	29,645
Deferred Revenue	68,157	83,614
Current Loans and Other Payables	1,242,710	1,245,388
Beginning Net Assets	2,678	(265,940)
Net Income (Loss) to Date		
TOTAL LIABILITIES & EQUITY	1,464,582	1,132,240



Connect Community Charter School Board Meeting Agenda

Date: March 9, 2023 | Time: 7:00 PM

635 Oakside Ave, Redwood City, CA, 94063 Room 31

Purpose of the Board: Support and create policies that ensure the effective operational and financial management of Connect.

1. CALL TO ORDER AND APPROVAL OF AGENDA

a. Roll call/establishment of quorum

Board Member	Present	Absent
Cesar Castillo, Member	X	
Elise Dixon, Member	X	

Jay Dunlap, Secretary	X	
Anabel Jensen, Member		X
Tommy O'Toole, President	X	

b. Approval of agenda as posted or revised

1st Tommy

2nd Cesar

Aye Elise, Jay

2. COMMENTS FROM THE PUBLIC

Public comments are limited to 3 minutes per person per topic. Comments focused on agenda topics will be given time at the appropriate section of the agenda

No public comments

3. REPORTS

a. President's Report and Comments – Tommy (10 min)

Report Two things: Raquel is poised to join the board; Anton reached out to do another fundraiser like we did in the past.

b. Directors' Report (20 min)

Please see report

c. Committees & Meetings – All Members (10 min)

Reports on meetings and conversations with relevance to board business

4. CONSENT AGENDA (10 min)

a. Approve minutes for meeting on February 2nd, 2023

b. Approve check & credit card register for December + January 2022

c. Approve employment contract for new part-time Office Assistant, Iraida Gutierrez and new Teaching Assistant, Emilia Brettner

1st Tommy

2nd Cesar

Aye Elise, Jay

5. ITEMS FOR DISCUSSION/ACTION/APPROVAL

a. Form 700 – Conflict of Interest (5 Min)

Discuss Form 700- Conflict of Interest

We will fill out form 700 later.

b. Board Approval: Second Interim Financial Report (15 Min)

Review and approve Second Interim Financial Reports

Please see report.

1st Tommy

2nd Cesar

Aye Elise, Jay

c. Approve Updates to Safety Plan (5 Min)

New roles assigned, STAR training deleted from requirements medical team,

reference to COVID plan deleted at the end of the Safety Plan 1st Tommy

2nd Cesar

Aye Elise, Jay

6. ADJOURN MEETING

Meeting Adjourned at 8:18 pm

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MEETING AGENDA & RELATED MATERIALS

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s website, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the legislative body

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72 hours prior to the start of the meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

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FOR MORE INFORMATION

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635 Oakside Ave.
Redwood City, CA 90463
www.connectrwc.org
(650) 562-7190

AT-WILL EMPLOYMENT AGREEMENT

Between

Connect Community CHARTER SCHOOL & JACK NEUMEIER

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above named employee (“Employee”) and the Board of Directors (“Board”) of Connect Community Charter School (“Connect”), a California public charter school approved by the Redwood City School District (the “District”). The Board desires to hire employees who will assist Connect in achieving the goals and meeting the requirements of Connect’s charter. The parties recognize that Connect is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting Connect in implementing its purposes, policies, and procedures.

WHEREAS, Connect and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

Connect has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* Connect has been duly approved by the District, according to the laws of the State of California. A copy of Connect’s charter is attached hereto and fully incorporated by reference herein.

Pursuant to Education Code section 47604, Connect has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, Connect is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of Connect, and the employee signing below expressly recognizes that he/she is being employed by Connect and not the District.

Pursuant to Education Code Section 47610, Connect must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.

Connect shall be deemed the exclusive public school employer of the employees at Connect for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

Duties

Employee shall work in the position of **Teaching Assistant and Extended Care Assistant.** Employee will perform such duties as Connect may reasonably assign and Employee will abide by all Connect's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of Connect's charter. A copy of the job description for

AT-WILL EMPLOYMENT AGREEMENT PAGE 1 OF 7

the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of Connect Community Charter School.

Work Schedule

Full-Time: Hours will vary during our school open hours from 7:30AM - 6:00PM Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with Connect.

Compensation

The salary for this position is **\$21.00 per hour**. Employee shall be paid *bi-monthly*, from which the Board shall withhold all statutory and other authorized deductions.

Employee Benefits

Employee shall be entitled to participate in designated employee benefit programs and plans established by Connect (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by Connect in its sole discretion.

Performance Evaluation

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with Connect. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate Employee shall not

prevent Connect from disciplining or dismissing Employee at-will in accordance with this Agreement.

Employee Rights

Employment rights and benefits for employment at Connect shall only be as specified in this Employment Agreement, Connect's charter, the Charter Schools Act and Connect's personnel policies, which from time to time may be amended and modified by Connect. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with Connect.

Licensure

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

AT-WILL EMPLOYMENT AGREEMENT PAGE 2 OF 7

Child Abuse and Neglect Reporting

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

Fingerprinting/TB Clearance

Fingerprint clearance for Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician and/or licensed entity that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

Conflicts of Interest

Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with Connect.

Outside Professional Activities

Upon obtaining prior written approval from the Director(s), the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. Connect shall in no way be responsible for any expenses attendant to the performance of such outside activities.

EMPLOYMENT AT-WILL

Connect may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at Connect's sole and unreviewable discretion. Either party may immediately terminate this Agreement and Employee's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of Connect. No one other than the Board of Connect has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of Connect and by the affected employee and must specifically state the intention to alter this

AT-WILL EMPLOYMENT AGREEMENT PAGE 3 OF 7
"at-will" relationship.

Without impacting the at-will nature of the employment relationship, Connect may attempt to remedy and address issues of unsatisfactory performance with the Employee in accordance with Connect's policy on Evaluation/Reviews.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. GENERAL PROVISIONS

Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

Assignment

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

Partial Invalidity

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

AT-WILL EMPLOYMENT AGREEMENT PAGE 4 OF 7

ACCCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with Connect on the terms specified herein.
2. All information I have provided to Connect related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between Connect and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____ Address: _____

Telephone: _____

Connect Community Charter School Approval:

_____ Date: _____ Hayley Dupuy, Director of Educational Services

***This Employment Agreement is subject to ratification
and approval by the Governing Board of Connect.***

AT-WILL EMPLOYMENT AGREEMENT PAGE 5 OF 7

Teacher's Assistant and Extended Care Assistant Job Description

Essential Duties and Responsibilities include the following. Other duties may be assigned. Instructional Process, Classroom Management, Extended Care Responsibilities

- Works with the teacher in planning and implementing a program of instruction that adheres to the school's philosophy, goals and objectives.

- Provides instruction to individuals and small groups as part of the Response to Intervention and English Language Development program.
- Works with the teacher in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies.
- Uses effective oral and written expression.
- Works with the teacher in developing, in accordance with school guidelines, reasonable rules of classroom behavior and appropriate techniques that are consistently applied.
- Works with the teacher in taking necessary and reasonable precautions to protect students, equipment, materials and facilities.
- Shares responsibility during the school day and during the Extended Care Program for the supervision of students in all areas of the school.

Public Relations

- Upholds and enforces board policy, administrative procedures, and school rules and regulations, and is supportive of them to the public.
- Maintains appropriate work habits, including regular and punctual attendance.
- Strives to communicate the positive aspects of our school program to the public in word and deed.
- Works cooperatively with parents.
- Establishes and maintains cooperative relationships with other staff members.
- Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Professional Growth

- Participates in in-service training programs at the school.
- Attends staff and committee meetings as required.

Read the Employee Handbook for more detailed information regarding Connect's policies. AT-WILL EMPLOYMENT AGREEMENT PAGE 6

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March 8, 2023

Hello Connect Community Charter School Board, Members

It was nice to listen to your last Board meeting, and I would like to apply for a seat on the CCCS board to represent and support the Spanish-speaking community.

I have not been part of any board before, so this would be my first time. However, I learned almost all about CCCS when I worked for Healthy Cities Tutoring (HCT). As you know, HCT pairs volunteer tutors with students, and I was fortunate to have worked with the CCCS staff, teachers, parents, and the community for three years.

I am originally from Mexico and identify with the CCCS community. I now work for a nonprofit called Catholic Charities Refugee & Immigrant Services and help immigrants to obtain legal status.

I enjoy working to strengthen disadvantaged communities to help them reach their full potential through education, innovation, and creativity in a caring and healthy environment. I am passionate about making a positive impact on diverse populations facing disparities. In addition, as a native Spanish speaker, I have had a unique chance to influence and build strong relationships with the Hispanic community.

Thank you for your consideration.

With gratitude
Raquel Seifert
R
650-521-1860