

Academy of Arts and Knowledge
aka Northern Colorado Academy of Arts and Knowledge
4800 Wheaton Drive, Fort Collins, CO 80525

Board Meeting Agenda for Wednesday,
September 21, 2022 at 6:30pm

[Zoom Link](#)

Passcode: AAK

I. OPENING SECTION

- A. Call to Order
- B. Board Members in attendance:
Kornfeld () Shapland () Simmons () Bowers ()
- C. Approval of Agenda
Motion by: _____ Seconded by: _____
Kornfeld () Shapland () Simmons () Bowers ()

II. REPORTS

- A. Secretary Report
-Approval of minutes for August Board minutes
Motion by: _____ Seconded by: _____
Kornfeld () Shapland () Simmons () Bowers ()
- B. Treasurer Report
-August Financials
- C. Executive Summary

III. BUSINESS

- A. Staff Handbook
-Approval of Staff Handbook
Motion by: _____ Seconded by: _____
Kornfeld () Shapland () Simmons () Bowers ()
- B. Parent and Student Handbook
-Approval of Parent and Student Handbook
Motion by: _____ Seconded by: _____
Kornfeld () Shapland () Simmons () Bowers ()
- D. Facility Discussion

IV. CLOSING SECTION

- A. Next Meeting Date: 2022 Oct _____ at ____pm
- B. Adjourned at _____

08.24.22 Executive Summary

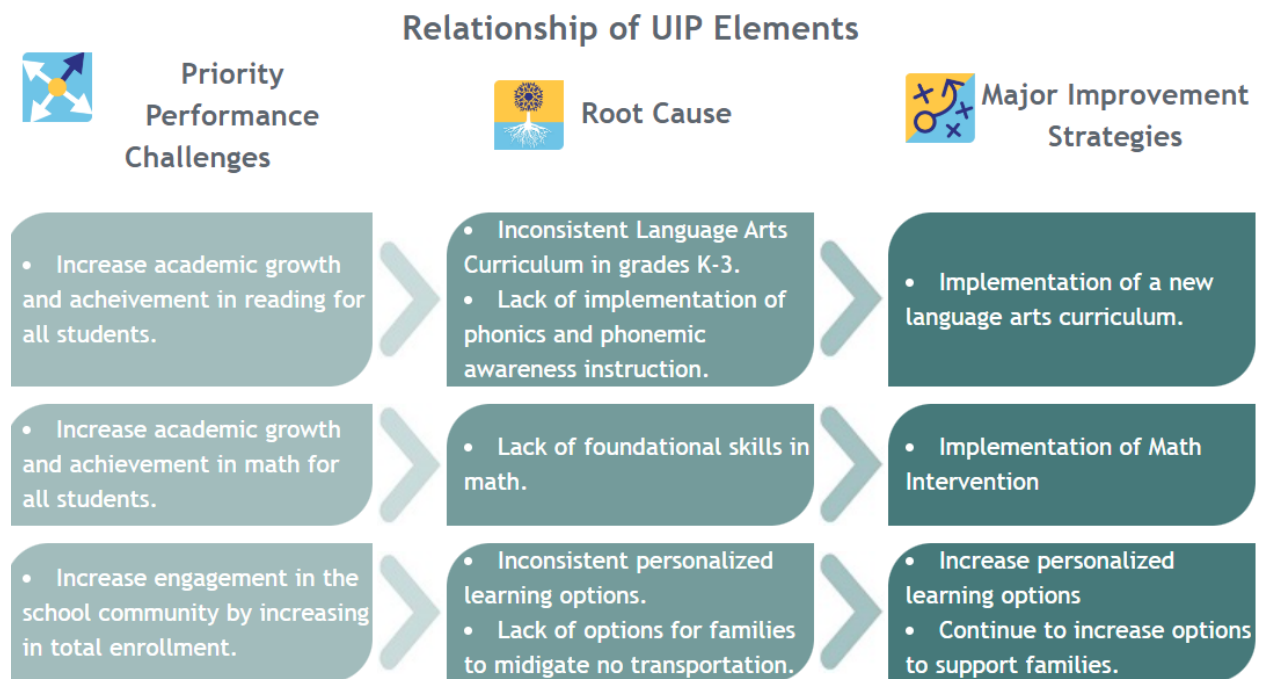
Reporting:

- Nichole Schlagel, Principal - AAK
- Hazel Velez, Site Coordinator, Community Learning Center - AAK
- Shannon Gossard, Director of Business & Operations - MEG

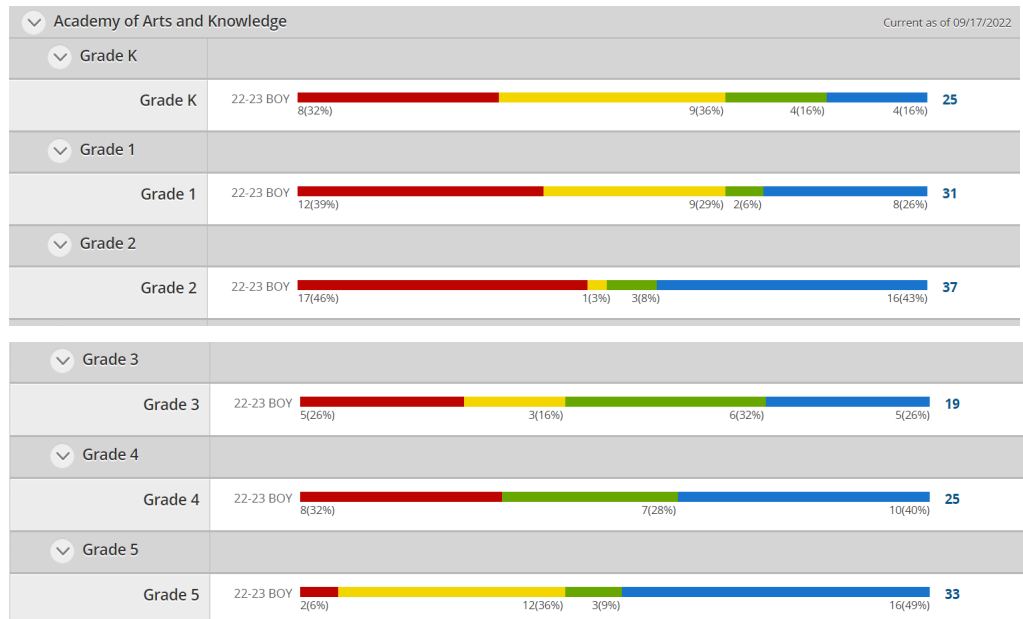
ACADEMIC

Accountability

- SAC/PTA meeting was very successful! We had many new families interested in joining SAC and creating a PTA!
- UIP Overview:



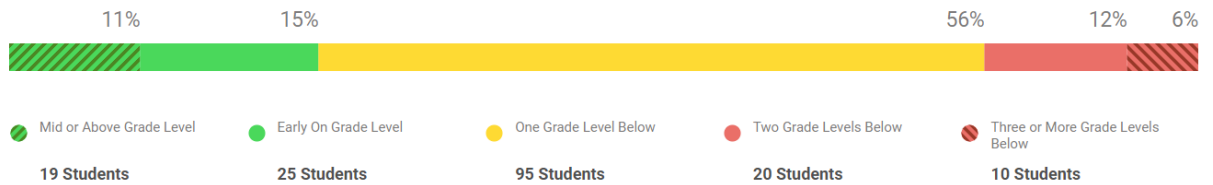
- BOY Data:
- DIBELS



- iReady Overview

Overall Placement

Students Assessed/Total: 169/184



- MAPS BOY:

MAPS Data (RIT Score: This score represents a student's achievement level at any given moment and helps measure their academic growth over time.)

Grade	Math: % Met or Exceed Projected RIT Score	Reading: % Met or Exceed Projected RIT Score
Kindergarten	45%	52%
1st Grade	41%	43%
2nd Grade	54%	51%
3rd Grade	37%	37%
4th Grade	52%	52%
5th Grade	55%	64%

Curriculum/Arts-Integration

- Showcase is scheduled for September 29th 5:30-6:30
- Reading Corps will be implemented for the 2022-2023 school year. Students will start receiving interventions next week.

CULTURE

PBIS/Restorative Practice

- Fire Assemblies will be monthly.

Community Engagement

- Article in Fossil Ridge Neighbors magazine
- Walk A Thon is this Friday at 2pm!

COMMUNITY LEARNING CENTER (CLC)

- Fall CLC Overview
 - Upcoming Full Day programming is October 10th - October 18th
 - Averaging about 80 - 90 kids a day for Afterschool CLC
 - Received approval for Breakfast and Lunch provided by the foodbank and pending approval for free meals to be provided
 - We are adding three people to the team
 - Emma E.
 - Christine T.
 - Kaila D. starts next week!
 - All of our Programming are now in full swing!

STAFFING

- New CLC Staff!
 - Emma, Christine, and Kaila are joining our team!
 - Neely Harris is our new School Psychologist

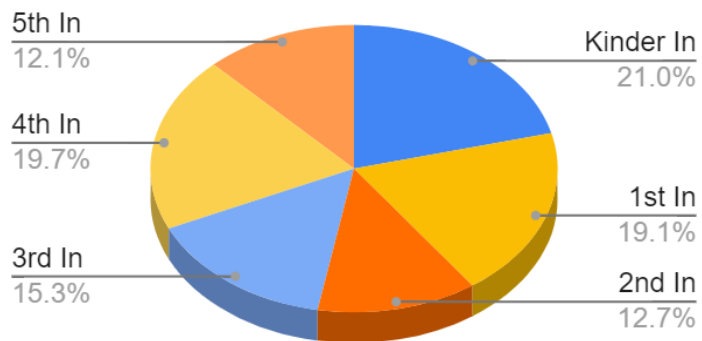
ENROLLMENT

We are still getting 5-8 calls a week asking about enrollment. Nichole is giving tours almost daily, sometimes several a day.

	Eligible Students	Re-Enrolled	Not Re-Enrolling	UNSURE	New Applicants	Completed Apps	Declined Enrollment	Potential Final Enrollment	Actual Final Enrollment	21-22 Actual	Max Per Grade	Potential Openings Remaining	Actual Openings Remaining	
1/2 K								0	1	0	0	0	0	1/2 K
Full K					54	34	10	44	29	32	50	6	16	Full K
1st	35	26	8	0	19	4	5	41	31	28	50	9	20	1st
2nd	31	31	2	0	15	7	3	41	39	21	50	9	12	2nd
3rd	21	15	5	0	12	5	1	27	19	22	25	-2	5	3rd
4th	21	19	3	0	9	4	0	27	25	31	25	-2	2	4th
5th	34	30	3	0	8	3	2	37	33	17	30	-7	-3	5th
HS								0	5	1	0	0	0	HS
Headcount	142	121	21	0	117	57	21	217	177	152	230	13	52	Headcount
FTE	142	121	21	0	117	57	21	217	174	151.5	230	13	52	FTE

Enrollment 21/22	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Kinder In	33	3	1			2	1			
Kinder Out	-1	-1	-1		-2					
1st In	30	2	1	2		1	1			
1st Out	-5		-1							
2nd In	20			1		1	1			
2nd Out	-1		-1		-1					
3rd In	24	2	1			1			1	
3rd Out	-4		-1				-1	-1		
4th In	31	2	2				1			
4th Out	-2						-1			

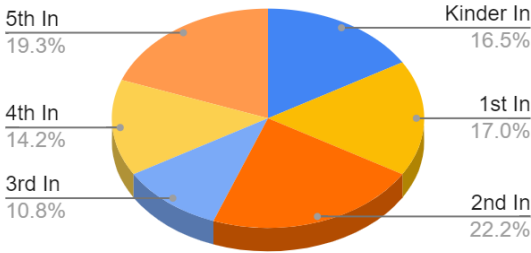
5th In	19			1		1				
5th Out	-2				-					
Monthly Enrollment	142	150	151	155	151	157	159	158	159	
Total In	186									
Total out	-27									



22/23 Enrollment Tracking

Enrollment 21/22	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Kinder In	29	1								
Kinder Out										
1st In	30	1								
1st Out										
2nd In	39									
2nd Out										
3rd In	19									
3rd Out										
4th In	25									
4th Out										
5th In	34	1								

5th Out		-2								
Monthly Enrollment	176	177	177	177	177	177	177	177	177	
Total In	178									
Total out	-1									



Management Report

Academy of Arts & Knowledge

For the period ended June 30, 2022



Prepared by

JP Consulting, LLC.

Prepared on

September 13, 2022

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Executive Summary

FY22 Financial Audit has not been finalized. All numbers are estimates until the audit is complete

Academy of Arts & Knowledge (AAK) Monthly Financials as of August 31, 2022

Balance Sheet

Total Assets are \$960,690 with outstanding accounts receivable of \$113,515, which relates to reimbursable grant funds AAK has been awarded and food service reimbursements still owed to AKK.

Total Liabilities are \$65,070. Accrued contracts payable for utilities has not been recorded for July or August and accrued salary and benefits are for the 2nd payroll of August.

Total Fund Balance is \$895,620. Fund balance is made up of TABOR reserves of \$48,500 and Unassigned/Unrestricted amounts of \$847,120.

Profit & Loss - Proposed Budget vs Actuals

Revenues

For the period ending August 31, 2022, the AAK actual revenues total \$419,299 or 17% of the Proposed budget amount of \$2,413,663. AAK is 16.67% through the fiscal year.

Per Pupil funding is currently \$9,043.64 for 200 FTE (full time equivalent); October count for the year has not been finalized. AAK is waiting on reimbursements for ESSER II & III, CLC, Title IA and capital construction.

Expenditures

For the period ending August 31, 2022, total expenditure are \$321,253 or 14% of the Proposed budget amount of \$2,247,976.

- Salary and Benefits account for \$141,980 or 44.20% of total actual expenditures

AR Aging Detail – this report shows amounts due to AAK as of August 31, 2022

AP Aging Detail – this report shows the payable amounts to vendors as of August 31, 2022; all invoices have either been paid or are in the process of being paid as of the reporting date

FY22 Profit & Loss to date with prior year comparison – Year to Date comparative data with prior year

FY22 Profit and Loss by Fund/Grant - Profit & Loss showing by the funding sources used by AAK over the fiscal year and what expenditures relate to those revenues

Instructional vs Support Services vs Food Service

Instructional expenditures for the period ending August 31, 2022, totaled \$128,873 or 40.12% of total actual expenditures

Support services (excluding food services) totaled \$184,228 or 57.35% of total actual expenditures

Food service expenditures total \$8,152 and is 2.53% of actual expenditures

FY23 Balance Sheet

As of August 31, 2022

	As of Aug 31, 2022	As of Aug 31, 2021 (PY)	Total % Change
ASSETS			
Current Assets			
Bank Accounts			
8101000 US Bank Operating 4045	477,176	559,998	-15.00 %
8101001 US Bank Reserve 4011	350,207	350,190	0.00 %
8101003 PayPal Bank	6,692	9	71,779.00 %
8101074 US Bank Student Activity 4060	6,333	6,333	0.00 %
8103000 Debit Card	4,204	5,052	-17.00 %
8109074 US Bank Gift Card Funds 2094	2,563	2,545	1.00 %
Total Bank Accounts	847,175	924,127	-8.00 %
Accounts Receivable			
8153000 Accounts Receivable (A/R)	0	38,975	-100.00 %
8131001 Default QBO AR	113,515	24,373	366.00 %
Total 8153000 Accounts Receivable (A/R)	113,515	63,347	79.00 %
Total Accounts Receivable	113,515	63,347	79.00 %
Total Current Assets	960,690	987,474	-3.00 %
TOTAL ASSETS	\$960,690	\$987,474	-3.00 %
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
7421000 Accounts Payable (A/P)	3,678	12,597	-71.00 %
Total Accounts Payable	3,678	12,597	-71.00 %
Credit Cards			
7421001 American Express	6,779	6,870	-1.00 %
Total Credit Cards	6,779	6,870	-1.00 %
Other Current Liabilities			
7431000 Contracts Payable	0	17,280	-100.00 %
7461000 Accrued Salary & Benefit	54,613	53,063	3.00 %
7482002 Deferred Revenue ELPA	0	1,829	-100.00 %
Total Other Current Liabilities	54,613	72,172	-24.00 %
Total Current Liabilities	65,070	91,639	-29.00 %
Total Liabilities	65,070	91,639	-29.00 %
Equity			
6721000 Fund Balance TABOR	48,500	48,500	0.00 %
6770000 Fund Balance Unassigned	672,585	729,615	-8.00 %
6770074 Fund Balance Unassigned F74	5,751	5,751	0.00 %
6790000 Unrestricted Net Assets	70,738	70,738	0.00 %
Net Revenue	98,046	41,231	138.00 %
Total Equity	895,620	895,835	-0.00 %

			Total
	As of Aug 31, 2022	As of Aug 31, 2021 (PY)	% Change
TOTAL LIABILITIES AND EQUITY	\$960,690	\$987,474	-3.00 %

FY23 Actuals vs Proposed Budget

July - August, 2022

			Total
	Actual	Budget	% of Budget
REVENUE			
1000 Revenue Local Sources			
1510000 Interest on Investments	6	17	36.00 %
1740000 Technology Fees		2,189	
1740074 Field Trips	3,165		
1750000 Fundraising	235	2,018	12.00 %
1900004 Activity / Student fees	375		
1910000 Facility Rental Income	38		
1920001 Donations		1,328	
1956001 Food Sales, paid by parents	704		
1990000 Miscellaneous		83	
Total 1000 Revenue Local Sources	4,523	5,635	80.00 %
3000 Revenue State Sources			
3954001 ST Capital Construction 3113	9,243	9,733	95.00 %
3954002 ST Mill Levy Equalization 3241	27,139	27,630	98.00 %
3954003 ST READ Act 3259		3,562	
3954004 ST ECEA SPED 3130		4,334	
3954005 ST ELP 3140		314	
3954007 ST ECEA GT 3150		177	
3954010 ST GT Screening Grant 3228		58	
3954017 ST High Impact Tutoring Grant 3276		3,750	
Total 3000 Revenue State Sources	36,381	49,559	73.00 %
4000 Revenue Federal Sources			
4954000 FED Title I 4010		5,835	
4954001 FED IDEA Part B 4027		4,111	
4954002 FED Title III 4367		285	
4954004 FED Title III 4365		120	
4954007 FED US Commodities Grant 4550		570	
4954010 FED Title IA Homeless 9202		250	
4954012 FED Title IA Parent 9211		68	
4954016 FED FS Lunch 5555		4,698	
4954018 FED CLLC 4413		24,292	
4956001 FED FS School Lunch Reimb 4555		966	
4956015 FED FS Breakfast 5553		4,438	
Total 4000 Revenue Federal Sources		45,633	
5000 Revenue Other Sources			
5710000 State Share Per Pupil Revenue	378,395	301,451	126.00 %
Total 5000 Revenue Other Sources	378,395	301,451	126.00 %
Total Revenue	419,299	402,277	104.00 %
GROSS PROFIT	419,299	402,277	104.00 %
EXPENDITURES			

			Total
	Actual	Budget	% of Budget
0100 Salaries			
0110103 Salaries BAA Extended Care	6,667		
0110105 Salary Admin/Principal	17,183	14,708	117.00 %
0110201 Salary Teacher	40,570	87,870	46.00 %
0110202 Salary Teacher SPED	3,488	7,496	47.00 %
0110233 Salary Nurse	1,214	425	285.00 %
0110234 Salary OT	2,559	4,623	55.00 %
0110236 Salary Psychologist	1,038	3,701	28.00 %
0110238 Salary SLP	3,139	3,753	84.00 %
0110382 Salary IT Tech	1,340	1,046	128.00 %
0110409 Salary Health Aide	337		
0110415 Salary Paraprofessional	18,703	31,835	59.00 %
0110500 Salary Admin/Business Support	10,722		
0110506 Salary General Office	129	13,500	1.00 %
0110607 Salary Food Services	842		
0110608 Salary Custodian	9,298	9,043	103.00 %
0120207 Salary Substitutes	812	2,667	30.00 %
Total 0100 Salaries	118,039	180,667	65.00 %
0200 Employee Benefits			
0210 Life, ELI, ELPI			
0211103 Life EAP ELPI BAA Extend Care	9		
0211105 Life EAP ELPI Admin	18	18	100.00 %
0211201 Life EAP ELPI Teacher	148	219	67.00 %
0211202 Life EAP ELPI Teacher SPED	10	18	53.00 %
0211207 Life EAP ELPI Substitutes	34	34	100.00 %
0211233 Life EAP ELI Nurse	9	18	48.00 %
0211234 Life EAP ELI OT/PT	5	18	29.00 %
0211236 Life EAP ELPI Psychology	9	18	48.00 %
0211238 Life EAP ELI SLP	9	18	48.00 %
0211382 Life EAP ELPI I IT Tech	9	18	48.00 %
0211415 Life EAP ELPI Paraprofessional	42	110	38.00 %
0211500 Life EAP ELPI Admin/Business Support	26	37	71.00 %
0211608 Life EAP ELPI Custodial	15	36	40.00 %
Total 0210 Life, ELI, ELPI	341	565	60.00 %
0221 Medicare			
0220103 Med/FICA BAA Extended Care	510		
0220105 Med/FICA Admin	1,431	1,125	127.00 %
0220201 Med/FICA Teacher	3,367	6,722	50.00 %
0220202 Med/FICA SPED	267	574	47.00 %
0220207 Med/FICA Subs	62	191	32.00 %
0220233 Med/FICA Nurse	93	33	286.00 %
0220234 Med/FICA Occupational Therapist	196	354	55.00 %
0220236 Med/FICA Psychologist	79	283	28.00 %

			Total
	Actual	Budget	% of Budget
0220238 Med/FICA SLP	240	287	84.00 %
0220382 Med/FICA IT Tech	103	80	128.00 %
0220415 Med/FICA Paraprofessional	1,431	2,435	59.00 %
0220500 Med/FICA Admin Support	1,033		
0220506 Med/FICA General Office		1,033	
0220608 Med/FICA Custodian	773	692	112.00 %
Total 0221 Medicare	9,584	13,808	69.00 %
0250 Health, Dental, Vision			
0250105 Health Dental Vision Admin	1,126	1,011	111.00 %
0250201 Health Dental Vision Teachers	9,055	11,162	81.00 %
0250202 Health Dental Vision SPED	742	1,011	73.00 %
0250415 Health Dental Vision Paraprofessional	1,315	4,046	33.00 %
0250500 Health Dental Vision Admin/Business Support	990	1,011	98.00 %
0250608 Health Dental Vision Custodian	236	1,012	23.00 %
Total 0250 Health, Dental, Vision	13,464	19,254	70.00 %
0290 Other Benefits		1,333	
0290201 401K Match Teachers	282		
0290500 401K Match Admin/Business Support	271		
Total 0290 Other Benefits	552	1,333	41.00 %
Total 0200 Employee Benefits	23,942	34,960	68.00 %
0300 Purchased Prof & Tech Services		500	
0300001 PPTS Other		3,000	
0300002 PPTS Elem Teachers	263		
0313000 PPTS Bank Fees	141	167	84.00 %
0315000 PPTS PayPal Fees		667	
0320000 PPTS Professional Development		667	
0320001 PPTS Professional Development Admin		83	
0320003 PPTS Consulted Education Services	12,500	32,500	38.00 %
0328000 PPTS Assessments	2,240	1,833	122.00 %
0330000 PPTS Accounting Services		8	
0331000 PPTS Legal Services	140	1,000	14.00 %
0332000 PPTS Audit Services	5,775	1,508	383.00 %
0339000 PPTS SPED Services ECEA 3130		17	
0339002 PPTS Background Checks	94	83	113.00 %
0340000 PPTS Technical Services	89		
0350000 PPTS Employee Training and Development	7,102		
0390000 PPTS Temp Staff Support	1,387	2,167	64.00 %
0399000 PPTS CDE PPR Admin Fee	1,841	1,167	158.00 %
Total 0300 Purchased Prof & Tech Services	31,572	45,367	70.00 %
0400 Purchased Property Services			
0411000 PPS Water & Sewer		1,167	
0421000 PPS Disposal Services		167	
0423000 PPS Custodial Services		833	

			Total
	Actual	Budget	% of Budget
0424000 PPS Landscaping		1,042	
0430000 PPS Repair & Maintenance		4,167	
0441000 PPS Rent or Lease, Buildings	43,839	43,839	100.00 %
0441001 PPS Rent Management Fees		2,083	
0441002 PPS Rent or Lease, Storage Unit	320	333	96.00 %
0622000 Supplies Electricity		6,667	
Total 0400 Purchased Property Services	44,159	60,297	73.00 %
0500 Other Purchased Services			
0513000 OPS Contracted Field Trips	746	333	224.00 %
0522000 OPS Property Insurance		1,667	
0525000 OPS Unemployment Insurance	1,512	2,638	57.00 %
0526000 OPS Workers Compensation	700	1,153	61.00 %
0527000 OPS Multiple-Coverage Insurance	4,241	3,193	133.00 %
0530000 OPS Communications	812	583	139.00 %
0531000 OPS Community Relations	395	333	119.00 %
0533000 OPS Postage	74	33	223.00 %
0534000 OPS Internet	472	583	81.00 %
0540000 OPS Advertising & Recruitment	5,791	833	695.00 %
0572000 OPS FS Food Management	6,404	12,500	51.00 %
0580000 OPS Travel, Registration & Entrance Fees		83	
0581000 OPS Travel In-State		167	
0594001 OPS Platte Valley Detention Center	50	217	23.00 %
0595000 OPS CDE 1% Overhead Fee	11,352	3,015	377.00 %
0596000 OPS FS Lunch admin fee 5555		267	
0596001 OPS FS Fee Snack Admin Fee 4555		583	
0633000 OPS FS Commodities Expense 4550		569	
Total 0500 Other Purchased Services	32,549	28,752	113.00 %
0600 Supplies			
0610000 Supplies Elementary	1,406	1,667	84.00 %
0610001 Supplies Music	258	250	103.00 %
0610002 Supplies Office	464	667	70.00 %
0610003 Supplies Custodial	1,922	2,000	96.00 %
0610004 Supplies SPED 3130		167	
0610006 Supplies G&T 3150		42	
0610007 Supplies Library		83	
0610008 Supplies Integrated		25	
0610011 Supplies Health	133	250	53.00 %
0610012 Supplies Homeless		83	
0610013 Supplies Miscellaneous		417	
0610074 Supplies Activities F74	500	25	2,000.00 %
0621000 Supplies Natural Gas		667	
0630001 Supplies FS Food Services		167	
0630002 Supplies FS Food Services CLLC		1,500	

			Total
	Actual	Budget	% of Budget
0631000 Supplies FS Milk	906	1,500	60.00 %
0640000 Supplies Textbooks	53,203	9,269	574.00 %
0650000 Supplies Electronic Media Materials	8,319	400	2,080.00 %
0650001 Supplies Powerschool	473	717	66.00 %
0690000 Supplies Programs for Staff, Student, Volunteers	603		
0691000 Supplies Security	477	83	572.00 %
Total 0600 Supplies	68,664	19,978	344.00 %
0700 Property			
0730000 Prop. Equipment for Capital Assets		283	
0733000 Prop. Furniture and Fixtures for Capital Assets		1,550	
0734000 Prop. Technology Equipment		500	
0770000 Prop. Copier Rental (lease GASB 87)	875	1,560	56.00 %
Total 0700 Property	875	3,893	22.00 %
0800 Other Objects			
0810000 Other Dues & Fees	1,453	750	194.00 %
Total 0800 Other Objects	1,453	750	194.00 %
Total Expenditures	321,253	374,663	86.00 %
NET OPERATING REVENUE	98,046	27,614	355.00 %
NET REVENUE	\$98,046	\$27,614	355.00 %

A/R Aging Detail

As of August 31, 2022

Date	Transaction Type	Num	Client	Business	Due Date	Amount	Open Balance
91 or more days past due							
05/31/2022	Pledge	1250	CSI	4010 Title IA	05/31/2022	15,766.97	44.18
05/31/2022	Pledge	1247	CSI	4413 CLC	05/31/2022	24,706.63	24,706.63
05/31/2022	Pledge	1248	CSI	4420 ESSER II	05/31/2022	34,125.29	0.03
Total for 91 or more days past due						\$74,598.89	\$24,750.84
61 - 90 days past due							
06/30/2022	Pledge	1262	CSI	4414 ESSER III	06/30/2022	8,337.80	8,337.80
Total for 61 - 90 days past due						\$8,337.80	\$8,337.80
1 - 30 days past due							
08/01/2022	Pledge	1265	CSI	11 General Fund	08/01/2022	75,805.04	75,805.04
08/01/2022	Pledge	1274	CSI	3113 Capital Construction	08/16/2022	4,621.33	4,621.33
Total for 1 - 30 days past due						\$80,426.37	\$80,426.37
TOTAL						\$163,363.06	\$113,515.01

A/P Aging Detail

As of August 31, 2022

Date	Transaction Type	Num	Vendor	Business	Due Date	Past Due	Amount	Open Balance
Current								
08/31/2022	Bill	08312022	Royal Crest Dairy Inc	21 Food Svs Fund	08/31/2022	13	321.27	321.27
08/16/2022	Bill	14697	Weld County School District 6	11 General Fund	09/15/2022	-2	50.36	50.36
08/26/2022	Bill	73090	Michaels of Denver Catering, Inc	21 Food Svs Fund	09/15/2022	-2	1,431.50	1,431.50
08/24/2022	Bill	32294037	Frontier Communications Corp	11 General Fund	09/18/2022	-5	803.40	803.40
08/31/2022	Bill	73127	Michaels of Denver Catering, Inc	21 Food Svs Fund	09/20/2022	-7	836.20	836.20
08/24/2022	Bill	552392	Boomer Music Company	11 General Fund	09/23/2022	-10	235.30	235.30
Total for Current							\$3,678.03	\$3,678.03
TOTAL							\$3,678.03	\$3,678.03

FY23 Profit and Loss Comparative

July - August, 2022

		Total
	Jul - Aug, 2022	Jul - Aug, 2021 (PP)
REVENUE		
1000 Revenue Local Sources		
1510000 Interest on Investments	6	15
1740074 Field Trips	3,165	
1750000 Fundraising	235	337
1900004 Activity / Student fees	375	
1910000 Facility Rental Income	38	10
1920001 Donations		39
1956001 Food Sales, paid by parents	704	
Total 1000 Revenue Local Sources	4,523	400
3000 Revenue State Sources		
3954001 ST Capital Construction 3113	9,243	9,260
3954002 ST Mill Levy Equalization 3241	27,139	21,610
3954019 ST High Needs Grant 3130		1,671
Total 3000 Revenue State Sources	36,381	32,540
4000 Revenue Federal Sources		
4954013 FED ESSER II 4420		29,870
4954016 FED FS Lunch 5555		4,400
4954018 FED CLLC 4413		7,434
4956000 FED FS Emergency Meals 4559		5,979
4956001 FED FS School Lunch Reimb 4555		106
4956015 FED FS Breakfast 5553		1,899
Total 4000 Revenue Federal Sources		49,686
5000 Revenue Other Sources		
5710000 State Share Per Pupil Revenue	378,395	304,642
Total 5000 Revenue Other Sources	378,395	304,642
Total Revenue	419,299	387,269
GROSS PROFIT		
	419,299	387,269
EXPENDITURES		
0100 Salaries		
0110103 Salaries BAA Extended Care	6,667	4,417
0110105 Salary Admin/Principal	17,183	16,117
0110201 Salary Teacher	40,570	52,043
0110202 Salary Teacher SPED	3,488	3,698
0110233 Salary Nurse	1,214	1,152
0110234 Salary OT	2,559	4,413
0110236 Salary Psychologist	1,038	2,744
0110238 Salary SLP	3,139	2,244
0110382 Salary IT Tech	1,340	1,761
0110409 Salary Health Aide	337	4,133
0110415 Salary Paraprofessional	18,703	7,904

		Total
	Jul - Aug, 2022	Jul - Aug, 2021 (PP)
0110500 Salary Admin/Business Support	10,722	7,467
0110506 Salary General Office	129	
0110607 Salary Food Services	842	
0110608 Salary Custodian	9,298	9,884
0120207 Salary Substitutes	812	
0150201 Stipends Teacher	0	3,910
0150233 Stipends Nurse		125
0150234 Stipends OT		250
0150236 Stipends Psychologist		250
0150238 Stipends SLP		250
0150415 Stipends Paraprofessional		500
Total 0100 Salaries	118,039	123,262
0200 Employee Benefits		
0210 Life, ELI, ELPI		
0211103 Life EAP ELPI BAA Extend Care	9	19
0211105 Life EAP ELPI Admin	18	18
0211201 Life EAP ELPI Teacher	148	92
0211202 Life EAP ELPI Teacher SPED	10	14
0211207 Life EAP ELPI Substitutes	34	28
0211233 Life EAP ELI Nurse	9	9
0211234 Life EAP ELI OT/PT	5	5
0211236 Life EAP ELPI Psychology	9	9
0211238 Life EAP ELI SLP	9	9
0211382 Life EAP ELPI I IT Tech	9	9
0211409 Life EAP ELPI Health Aide	0	5
0211415 Life EAP ELPI Paraprofessional	42	24
0211500 Life EAP ELPI Admin/Business Support	26	32
0211608 Life EAP ELPI Custodial	15	29
Total 0210 Life, ELI, ELPI	341	301
0221 Medicare		
0220103 Med/FICA BAA Extended Care	510	338
0220105 Med/FICA Admin	1,431	1,233
0220201 Med/FICA Teacher	3,367	4,595
0220202 Med/FICA SPED	267	283
0220207 Med/FICA Subs	62	
0220233 Med/FICA Nurse	93	107
0220234 Med/FICA Occupational Therapist	196	376
0220236 Med/FICA Psychologist	79	248
0220238 Med/FICA SLP	240	210
0220382 Med/FICA IT Tech	103	135
0220409 Med/FICA Health Aide	0	316
0220415 Med/FICA Paraprofessional	1,431	680
0220500 Med/FICA Admin Support	1,033	571

		Total
	Jul - Aug, 2022	Jul - Aug, 2021 (PP)
0220608 Med/FICA Custodian	773	756
Total 0221 Medicare	9,584	9,848
0250 Health, Dental, Vision		
0250105 Health Dental Vision Admin	1,126	1,037
0250201 Health Dental Vision Teachers	9,055	2,507
0250202 Health Dental Vision SPED	742	1,393
0250415 Health Dental Vision Paraprofessional	1,315	
0250500 Health Dental Vision Admin/Business Support	990	477
0250608 Health Dental Vision Custodian	236	1,204
Total 0250 Health, Dental, Vision	13,464	6,618
0290 Other Benefits		
0290201 401K Match Teachers	282	256
0290500 401K Match Admin/Business Support	271	
Total 0290 Other Benefits	552	256
Total 0200 Employee Benefits	23,942	17,024
0300 Purchased Prof & Tech Services		
0300002 PPTS Elem Teachers	263	
0313000 PPTS Bank Fees	141	205
0315000 PPTS PayPal Fees		1
0320000 PPTS Professional Development		8,337
0320001 PPTS Professional Development Admin		190
0320003 PPTS Consulted Education Services	12,500	28,667
0328000 PPTS Assessments	2,240	2,700
0331000 PPTS Legal Services	140	575
0332000 PPTS Audit Services	5,775	5,550
0339002 PPTS Background Checks	94	159
0339003 PPTS Consultant		500
0340000 PPTS Technical Services	89	15,265
0350000 PPTS Employee Training and Development	7,102	198
0390000 PPTS Temp Staff Support	1,387	
0399000 PPTS CDE PPR Admin Fee	1,841	3,046
Total 0300 Purchased Prof & Tech Services	31,572	65,392
0400 Purchased Property Services		
0411000 PPS Water & Sewer		702
0423000 PPS Custodial Services		2,196
0424000 PPS Landscaping		1,934
0430000 PPS Repair & Maintenance		2,905
0441000 PPS Rent or Lease, Buildings	43,839	27,897
0441001 PPS Rent Management Fees		1,630
0441002 PPS Rent or Lease, Storage Unit	320	300
0622000 Supplies Electricity		7,694
Total 0400 Purchased Property Services	44,159	45,258
0500 Other Purchased Services		

		Total
	Jul - Aug, 2022	Jul - Aug, 2021 (PP)
0513000 OPS Contracted Field Trips	746	
0522000 OPS Property Insurance		4,275
0525000 OPS Unemployment Insurance	1,512	1,349
0526000 OPS Workers Compensation	700	953
0527000 OPS Multiple-Coverage Insurance	4,241	5,779
0530000 OPS Communications	812	746
0531000 OPS Community Relations	395	982
0533000 OPS Postage	74	
0534000 OPS Internet	472	472
0540000 OPS Advertising & Recruitment	5,791	237
0572000 OPS FS Food Management	6,404	13,183
0581000 OPS Travel In-State		110
0594001 OPS Platte Valley Detention Center	50	31
0595000 OPS CDE 1% Overhead Fee	11,352	9,139
0596000 OPS FS Lunch admin fee 5555		167
0596001 OPS FS Fee Snack Admin Fee 4555		345
Total 0500 Other Purchased Services	32,549	37,768
0600 Supplies		
0610000 Supplies Elementary	1,406	2,417
0610001 Supplies Music	258	
0610002 Supplies Office	464	956
0610003 Supplies Custodial	1,922	1,123
0610004 Supplies SPED 3130		50
0610007 Supplies Library		53
0610011 Supplies Health	133	355
0610013 Supplies Miscellaneous		19
0610074 Supplies Activities F74	500	150
0621000 Supplies Natural Gas		660
0630001 Supplies FS Food Services		42
0631000 Supplies FS Milk	906	1,338
0640000 Supplies Textbooks	53,203	9,563
0650000 Supplies Electronic Media Materials	8,319	5,877
0650001 Supplies Powerschool	473	4,288
0690000 Supplies Programs for Staff, Student, Volunteers	603	
0691000 Supplies Security	477	
Total 0600 Supplies	68,664	26,891
0700 Property		
0734000 Prop. Technology Equipment		16,119
0735000 Prop. Non-Capital Equipment		10,004
0770000 Prop. Copier Rental (lease GASB 87)	875	2,667
Total 0700 Property	875	28,790
0800 Other Objects		
0810000 Other Dues & Fees	1,453	1,654

	Total	
	Jul - Aug, 2022	Jul - Aug, 2021 (PP)
Total 0800 Other Objects	1,453	1,654
Total Expenditures	321,253	346,039
NET OPERATING REVENUE	98,046	41,231
NET REVENUE	\$98,046	\$41,231

FY23 Profit and Loss by Fund or Grant

July - August, 2022

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	4413 CLC	Total
REVENUE					
1000 Revenue Local Sources					0
1510000 Interest on Investments	6				6
1740074 Field Trips	3,165				3,165
1750000 Fundraising	235				235
1900004 Activity / Student fees	375				375
1910000 Facility Rental Income	38				38
1956001 Food Sales, paid by parents	704				704
Total 1000 Revenue Local Sources	4,523				4,523
3000 Revenue State Sources					0
3954001 ST Capital Construction 3113			9,243		9,243
3954002 ST Mill Levy Equalization 3241	27,139				27,139
Total 3000 Revenue State Sources	27,139		9,243		36,381
5000 Revenue Other Sources					0
5710000 State Share Per Pupil Revenue	378,395				378,395
Total 5000 Revenue Other Sources	378,395				378,395
Total Revenue	410,056	0	9,243	0	419,299
GROSS PROFIT	410,056	0	9,243	0	419,299
EXPENDITURES					
0100 Salaries					0
0110103 Salaries BAA Extended Care				6,667	6,667
0110105 Salary Admin/Principal	17,183				17,183
0110201 Salary Teacher	40,570				40,570
0110202 Salary Teacher SPED					0
0110233 Salary Nurse	1,214				1,214
0110234 Salary OT					0
0110236 Salary Psychologist					0
0110238 Salary SLP					0
0110382 Salary IT Tech	1,340				1,340
0110409 Salary Health Aide	337				337

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	4413 CLC	Total
0110415 Salary Paraprofessional	5,404			13,299	18,703
0110500 Salary Admin/Business Support	10,722				10,722
0110506 Salary General Office	129				129
0110607 Salary Food Services		842			842
0110608 Salary Custodian	9,298				9,298
0120207 Salary Substitutes	812				812
Total 0100 Salaries	87,008	842		19,966	107,815
0200 Employee Benefits					0
0210 Life, ELI, ELPI					0
0211103 Life EAP ELPI BAA Extend Care				9	9
0211105 Life EAP ELPI Admin	18				18
0211201 Life EAP ELPI Teacher	148				148
0211202 Life EAP ELPI Teacher SPED					0
0211207 Life EAP ELPI Substitutes	34				34
0211233 Life EAP ELI Nurse	9				9
0211234 Life EAP ELI OT/PT					0
0211236 Life EAP ELPI Psychology					0
0211238 Life EAP ELI SLP					0
0211382 Life EAP ELPI I IT Tech	9				9
0211415 Life EAP ELPI Paraprofessional				42	42
0211500 Life EAP ELPI Admin/Business Support	26				26
0211608 Life EAP ELPI Custodial	15				15
Total 0210 Life, ELI, ELPI	258			50	308
0221 Medicare					0
0220103 Med/FICA BAA Extended Care				510	510
0220105 Med/FICA Admin	1,431				1,431
0220201 Med/FICA Teacher	3,367				3,367
0220202 Med/FICA SPED					0
0220207 Med/FICA Subs	62				62
0220233 Med/FICA Nurse	93				93
0220234 Med/FICA Occupational Therapist					0
0220236 Med/FICA Psychologist					0

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	4413 CLC	Total
0220238 Med/FICA SLP					0
0220382 Med/FICA IT Tech	103				103
0220415 Med/FICA Paraprofessional				1,431	1,431
0220500 Med/FICA Admin Support	1,033				1,033
0220608 Med/FICA Custodian	773				773
Total 0221 Medicare	6,861			1,941	8,802
0250 Health, Dental, Vision					0
0250105 Health Dental Vision Admin	1,126				1,126
0250201 Health Dental Vision Teachers	9,055				9,055
0250202 Health Dental Vision SPED					0
0250415 Health Dental Vision Paraprofessional				1,315	1,315
0250500 Health Dental Vision Admin/Business Support	990				990
0250608 Health Dental Vision Custodian	236				236
Total 0250 Health, Dental, Vision	11,406			1,315	12,722
0290 Other Benefits					0
0290201 401K Match Teachers	282				282
0290500 401K Match Admin/Business Support	271				271
Total 0290 Other Benefits	552				552
Total 0200 Employee Benefits	19,078			3,307	22,385
0300 Purchased Prof & Tech Services					0
0300002 PPTS Elem Teachers	263				263
0313000 PPTS Bank Fees	141				141
0320003 PPTS Consulted Education Services	12,500				12,500
0328000 PPTS Assessments	2,240				2,240
0331000 PPTS Legal Services	140				140
0332000 PPTS Audit Services	5,775				5,775
0339002 PPTS Background Checks	94				94
0340000 PPTS Technical Services	89				89
0350000 PPTS Employee Training and Development	7,102				7,102
0390000 PPTS Temp Staff Support	1,387				1,387
0399000 PPTS CDE PPR Admin Fee	1,841				1,841
Total 0300 Purchased Prof & Tech Services	31,572				31,572

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	4413 CLC	Total
0400 Purchased Property Services					0
0441000 PPS Rent or Lease, Buildings	43,839				43,839
0441002 PPS Rent or Lease, Storage Unit	320				320
Total 0400 Purchased Property Services	44,159				44,159
0500 Other Purchased Services					0
0513000 OPS Contracted Field Trips	746				746
0525000 OPS Unemployment Insurance	1,512				1,512
0526000 OPS Workers Compensation	700				700
0527000 OPS Multiple-Coverage Insurance	4,241				4,241
0530000 OPS Communications	812				812
0531000 OPS Community Relations	395				395
0533000 OPS Postage	74				74
0534000 OPS Internet	472				472
0540000 OPS Advertising & Recruitment	5,791				5,791
0572000 OPS FS Food Management		6,404			6,404
0594001 OPS Platte Valley Detention Center	50				50
0595000 OPS CDE 1% Overhead Fee	11,352				11,352
Total 0500 Other Purchased Services	26,146	6,404			32,549
0600 Supplies					0
0610000 Supplies Elementary	1,406				1,406
0610001 Supplies Music	258				258
0610002 Supplies Office	464				464
0610003 Supplies Custodial	1,922				1,922
0610011 Supplies Health	133				133
0610074 Supplies Activities F74	500				500
0631000 Supplies FS Milk		906			906
0640000 Supplies Textbooks	53,203				53,203
0650000 Supplies Electronic Media Materials	8,319				8,319
0650001 Supplies Powerschool	473				473
0690000 Supplies Programs for Staff, Student, Volunteers	603				603
0691000 Supplies Security	477				477
Total 0600 Supplies	67,758	906			68,664

	11 General Fund	21 Food Svs Fund	3113 Capital Construction	4413 CLC	Total
0700 Property					0
0770000 Prop. Copier Rental (lease GASB 87)	875				875
Total 0700 Property	875				875
0800 Other Objects					0
0810000 Other Dues & Fees	1,453				1,453
Total 0800 Other Objects	1,453				1,453
Total Expenditures	278,048	8,152	0	23,272	309,472
NET OPERATING REVENUE	132,008	-8,152	9,243	-23,272	109,827
NET REVENUE	\$132,008	\$ -8,152	\$9,243	\$ -23,272	\$109,827

FY23 Expenditures Instructional

July - August, 2022

	Instructional Support	0010 Elementary Ed	0060 Integrated Ed	0090 Other Ed	1700 SPED	Total Instructional Support	TOTAL
REVENUE							
Total Revenue						0	0
GROSS PROFIT	0	0	0	0	0	0	0
EXPENDITURES							
0100 Salaries							0
0110201 Salary Teacher		28,025	12,545			40,570	40,570
0110202 Salary Teacher SPED					3,488	3,488	3,488
0120207 Salary Substitutes		812				812	812
Total 0100 Salaries		28,837	12,545		3,488	44,870	44,870
0200 Employee Benefits							0
0210 Life, ELI, ELPI							0
0211201 Life EAP ELPI Teacher		116	32			148	148
0211202 Life EAP ELPI Teacher SPED					10	10	10
0211207 Life EAP ELPI Substitutes		34				34	34
Total 0210 Life, ELI, ELPI		150	32		10	192	192
0221 Medicare							0
0220201 Med/FICA Teacher		2,407	960			3,367	3,367
0220202 Med/FICA SPED					267	267	267
0220207 Med/FICA Subs		62				62	62
Total 0221 Medicare		2,470	960		267	3,696	3,696
0250 Health, Dental, Vision							0
0250201 Health Dental Vision Teachers		6,007	3,048			9,055	9,055
0250202 Health Dental Vision SPED					742	742	742
Total 0250 Health, Dental, Vision		6,007	3,048		742	9,797	9,797
0290 Other Benefits							0
0290201 401K Match Teachers		282				282	282
Total 0290 Other Benefits		282				282	282

	Instructional Support	0010 Elementary Ed	0060 Integrated Ed	0090 Other Ed	1700 SPED	Total Instructional Support	TOTAL
Total 0200 Employee Benefits		8,908	4,039		1,019	13,966	13,966
0300 Purchased Prof & Tech Services							0
0328000 PPTS Assessments		2,240				2,240	2,240
0350000 PPTS Employee Training and Development		2,750				2,750	2,750
0390000 PPTS Temp Staff Support		1,387				1,387	1,387
Total 0300 Purchased Prof & Tech Services		6,377				6,377	6,377
0500 Other Purchased Services							0
0513000 OPS Contracted Field Trips			450			450	450
0594001 OPS Platte Valley Detention Center				50		50	50
Total 0500 Other Purchased Services			450	50		500	500
0600 Supplies							0
0610000 Supplies Elementary		1,337				1,337	1,337
0610001 Supplies Music			253			253	253
0610074 Supplies Activities F74		500				500	500
0640000 Supplies Textbooks		53,203				53,203	53,203
0650000 Supplies Electronic Media Materials		7,746	120			7,866	7,866
Total 0600 Supplies		62,786	373			63,160	63,160
Total Expenditures	0	106,908	17,408	50	4,507	128,873	128,873
							-
NET OPERATING REVENUE	0	-106,908	-17,408	-50	-4,507	-128,873	128,873
							\$ -
NET REVENUE	\$0	\$ -106,908	\$ -17,408	\$ -50	\$ -4,507	\$ -128,873	128,873

FY23 Expenditures Support Services

July - August, 2022

	Support Services	2130 SS Health Svs	2140 SS Psych	2150 SS SLP	2160 SS OT PT	2213 SS Instruct Staff Trn	2240 Technology	2300 SS Gen Admin	2315 SS Legal Svs	2317 SS Audit Svs	2410 SS School Admin	2510 SS Business Svs	2620 SS Op Bldg Svs	2660 SS Security Svs	2823 Public Comm Svs	2830 SS Staff Svs	2845 Telecom. Svs	2850 SS Risk Mgmt Svs	2900 Extended Day Svs	Total Support Services	TOTAL
REVENUE																					
Total Revenue																				0	0
GROSS PROFIT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXPENDITURES																					
0100 Salaries																					0
0110103 Salaries BAA Extended Care																6,667			6,667	6,667	
0110105 Salary Admin/Principal											17,183								17,183	17,183	
0110233 Salary Nurse		1,214																	1,214	1,214	
0110234 Salary OT					2,559														2,559	2,559	
0110236 Salary Psychologist			1,038																1,038	1,038	
0110238 Salary SLP				3,139															3,139	3,139	
0110382 Salary IT Tech							1,340												1,340	1,340	
0110409 Salary Health Aide		337																	337	337	
0110415 Salary Paraprofessional																		18,703	18,703	18,703	
0110500 Salary Admin/Business Support											10,722	0							10,722	10,722	
0110506 Salary General Office															129				129	129	
0110608 Salary Custodian													9,298						9,298	9,298	
Total 0100 Salaries		1,550	1,038	3,139	2,559		1,340				27,905	0	9,298		129				25,370	72,327	72,327
0200 Employee Benefits																					0
0210 Life, ELI, ELPI																					0
0211103 Life EAP ELPI BAA Extend Care																9			9	9	
0211105 Life EAP ELPI Admin											18								18	18	
0211233 Life EAP ELI Nurse		9																	9	9	
0211234 Life EAP ELI OT/PT					5														5	5	
0211236 Life EAP ELPI Psychology			9																9	9	
0211238 Life EAP ELI SLP				9															9	9	
0211382 Life EAP ELPI I IT Tech							9												9	9	
0211415 Life EAP ELPI Paraprofessional																		42	42	42	
0211500 Life EAP ELPI Admin/Business Support											26	0							26	26	
0211608 Life EAP ELPI Custodial													15						15	15	
Total 0210 Life, ELI, ELPI		9	9	9	5		9				44	0	15						50	150	150
0221 Medicare																					0
0220103 Med/FICA BAA Extended Care																510			510	510	
0220105 Med/FICA Admin											1,431								1,431	1,431	
0220233 Med/FICA Nurse		93																	93	93	
0220234 Med/FICA Occupational Therapist					196														196	196	
0220236 Med/FICA Psychologist			79																79	79	
0220238 Med/FICA SLP				240															240	240	
0220382 Med/FICA IT Tech							103												103	103	
0220415 Med/FICA Paraprofessional																		1,431	1,431	1,431	
0220500 Med/FICA Admin Support											1,033	0							1,033	1,033	
0220608 Med/FICA Custodian													773						773	773	
Total 0221 Medicare		93	79	240	196		103				2,464	0	773						1,941	5,888	5,888
0250 Health, Dental, Vision																					0
0250105 Health Dental Vision Admin											1,126								1,126	1,126	
0250415 Health Dental Vision Paraprofessional																		1,315	1,315	1,315	
0250500 Health Dental Vision Admin/Business Support											990								990	990	
0250608 Health Dental Vision Custodian													236						236	236	
Total 0250 Health, Dental, Vision											2,116		236						1,315	3,667	3,667
0290 Other Benefits																					0
0290500 401K Match Admin/Business Support											271								271	271	
Total 0290 Other Benefits											271									271	271
Total 0200 Employee Benefits		102	88	249	201		111				4,894	0	1,024						3,307	9,976	9,976
0300 Purchased Prof & Tech Services																					0
0300002 PPTS Elem Teachers																263			263	263	
0313000 PPTS Bank Fees												141							141	141	
0320003 PPTS Consulted Education Services												12,500							12,500	12,500	
0331000 PPTS Legal Services									140										140	140	
0332000 PPTS Audit Services										5,775									5,775	5,775	
0339002 PPTS Background Checks																		94	94	94	
0340000 PPTS Technical Services															50		39		89	89	
0350000 PPTS Employee Training and Development							4,268										84		4,352	4,352	
0399000 PPTS CDE PPR Admin Fee								1,841											1,841	1,841	
Total 0300 Purchased Prof & Tech Services							4,268	1,841	140	5,775		12,641			50	84	39	94	263	25,195	25,195
0400 Purchased Property Services																					0
0441000 PPS Rent or Lease, Buildings													43,839						43,839	43,839	
0441002 PPS Rent or Lease, Storage Unit													320						320	320	

	Support Services	2130 SS Health Svs	2140 SS Psych	2150 SS SLP	2160 SS OT PT	2213 SS Instruct Staff Trn	2240 Technology	2300 SS Gen Admin	2315 SS Legal Svs	2317 SS Audit Svs	2410 SS School Admin	2510 SS Business Svs	2620 SS Op Bldg Svs	2680 SS Security Svs	2823 Public Comm Svs	2830 SS Staff Svs	2845 Telecom. Svs	2850 SS Risk Mgmt Svs	2900 Extended Day Svs	Total Support Services	TOTAL
Total 0400 Purchased Property Services													44,159							44,159	44,159
0500 Other Purchased Services																					0
0513000 OPS Contracted Field Trips																			296	296	296
0525000 OPS Unemployment Insurance																		1,512		1,512	1,512
0526000 OPS Workers Compensation																		700		700	700
0527000 OPS Multiple-Coverage Insurance																		4,241		4,241	4,241
0530000 OPS Communications																	812			812	812
0531000 OPS Community Relations															395					395	395
0533000 OPS Postage																	74			74	74
0534000 OPS Internet																	472			472	472
0540000 OPS Advertising & Recruitment															5,227	564				5,791	5,791
0595000 OPS CDE 1% Overhead Fee								11,352												11,352	11,352
Total 0500 Other Purchased Services								11,352							5,622	564	1,358	6,453	296	25,645	25,645
0600 Supplies																					0
0610000 Supplies Elementary																			69	69	69
0610001 Supplies Music																			5	5	5
0610002 Supplies Office							31				433									464	464
0610003 Supplies Custodial													1,922							1,922	1,922
0610011 Supplies Health		133																		133	133
0650000 Supplies Electronic Media Materials												374					79			453	453
0650001 Supplies Powerschool											473									473	473
0690000 Supplies Programs for Staff, Student, Volunteers															603					603	603
0691000 Supplies Security														477						477	477
Total 0600 Supplies		133					31				906	374	1,922	477	603		79		74	4,598	4,598
0700 Property																					0
0770000 Prop. Copier Rental (lease GASB 87)											-3,733	1,661	2,947							875	875
Total 0700 Property											-3,733	1,661	2,947							875	875
0800 Other Objects																					0
0810000 Other Dues & Fees											1,453									1,453	1,453
Total 0800 Other Objects											1,453									1,453	1,453
Total Expenditures	0	1,785	1,126	3,387	2,760	4,268	1,483	13,193	140	5,775	31,425	14,676	59,349	477	6,404	648	1,476	6,547	29,309	184,228	184,228
NET OPERATING REVENUE	0	-1,785	-1,126	-3,387	-2,760	-4,268	-1,483	-13,193	-140	-5,775	-31,425	-14,676	-59,349	-477	-6,404	-648	-1,476	-6,547	-29,309	-184,228	184,228
NET REVENUE	\$0	\$ -1,785	\$ -1,126	\$ -3,387	\$ -2,760	\$ -4,268	\$ -1,483	\$ -13,193	\$ -140	\$ -5,775	\$ -31,425	\$ -14,676	\$ -59,349	\$ -477	\$ -6,404	\$ -648	\$ -1,476	\$ -6,547	\$ -29,309	\$ -184,228	184,228

FY23 Profit & Loss Food Services

July - August, 2022

		Total
REVENUE		
Total Revenue		
GROSS PROFIT		0.00
EXPENDITURES		
0100 Salaries		
0110607 Salary Food Services		841.66
Total 0100 Salaries		841.66
0500 Other Purchased Services		
0572000 OPS FS Food Management		6,403.80
Total 0500 Other Purchased Services		6,403.80
0600 Supplies		
0631000 Supplies FS Milk		906.32
Total 0600 Supplies		906.32
Total Expenditures		8,151.78
NET OPERATING REVENUE		-8,151.78
NET REVENUE		\$ -8,151.78

-
- These financials are for internal use only
 - These financials have not been audited. No assurance is made pertaining to to their accuracy
 - These financials should not be relied upon by any third-party entity
 - No work was performed to identify embezzlement, fraud or other irregularities

Employee Handbook

Welcome to The Academy of Arts & Knowledge!



This employee handbook is comprised of two parts. The first will explain in detail The Academy of Art & Knowledge's standard operating procedures and expectations. The second will outline Minga Education Group's expectations as the management company for The Academy of Arts and Knowledge and your official employer.

Part One – The Academy of Arts and Knowledge

Vision Statement: Provide an environment that allows every student to reach their full potential.

Mission Statement: Within a supportive school community, AAK offers a robust arts program that complements core academics, fosters critical thinking skills, and creates confident, creative individuals with the freedom to reach their full potential.

We will accomplish our mission by

- Providing a safe and engaged school community that allows students to take risks in their learning, treats each student as a unique individual, and gives them opportunities to let their creativity flourish.
- Offering a world-class education through a standards-based core curriculum that integrates the fine arts and exposes students to diverse cultures, with a balance of technology, character development, and enrichment opportunities.

Belief Statement

We believe a great AAK staff member looks like a confident professional who is approachable, colorful, and loving. Staff members also promote a safe, inclusive, and engaging learning environment.

A great AAK staff member sounds compassionate and enthusiastic while keeping students at the center of all professional and academic decisions.

By being trusted, empowered, and loved, an AAK staff member feels supported and enthusiastic.

Our Operating Norms

- We do what is best for our students
- We focus on the positive and correct the negative
- We communicate proactively with teachers, students, parents, and the community
- We are committed to using data to drive our instructional decisions, and practices
- We continue to research and apply best instructional practices

School Safety

It is the obligation of all school staff members to ensure the safety of our students at all times. Staff members are required to have a heightened sense of awareness of their surroundings while on the AAK campus. Staff members are to report any suspicious persons, materials, or circumstances to the Administration. In addition, staff members are to know all safety procedures. This includes the crisis plan, evacuation drills, and safety protocol.

All doors are to remain locked and secure at all times. No doors shall be propped open. An adult will be the last one in and out of the building to ensure the door shuts and locks securely. The adult is always responsible for ensuring the door is securely closed.

Classroom Instruction

Effective classroom instruction is the most vital component of student success. The following list includes the core foundation efforts to classroom instruction that must be met to ensure the growth of our learners.

- Follow our standards-based curriculum:

- Literacy - K-3 Foundations and Benchmark Workshop
- Math - Primary Mathematics (Singapore Math)
- Science - Bring Science Alive! (TCI)
- Social Studies -AAK Integrated Units
- Social Emotional Learning -Restorative Practices and Peace Circles
- Integration of fine arts where appropriate and applicable
- Implementation of workshop model on a daily basis
- Frequent administration of formative assessments
- Use of data to drive instruction
- Use of MTSS strategies as prescribed in collaboration with the MTSS coordinator
- Differentiation for diverse learners
- Follow accommodations as described on IEP, 504, ELD/ESL/MLL and GT plans
- Recognition of students' social and emotional growth

Active Teaching Classroom Expectations

All teachers must have student-friendly learning targets clearly posted and regularly updated. Additionally, teachers must use PBIS and Restorative language. Class norms/expectations should also be clearly posted.

Weekly Lesson Plans

Instructional staff will be prepared for students at least three days in advance. Identified in prepared lessons will be:

- Colorado Academic Standards
- Student-friendly learning targets aligned to the standards
 - Critical thinking questioning will be used to increase student understanding
- Assessment strategies
- Differentiation and accommodations for diverse learners
- Inclusive strategies
- SEL component when applicable

All teachers can expect regular walk-throughs from the administration team. Intentional, standards-based lessons will be evaluated during walk-throughs.

Instructional Reviews

Observation meetings and two formal evaluation meetings will be conducted between the individual teacher and the Principal. Items to be included in the meetings are as follows:

- Copies of Interim Assessments – with results.
- One example of a graded formative assessment
- Upcoming formative assessment
- Data Analysis Tool with responses for Interim Assessments (MAP and DIBELS)
- An example of student work that has been graded using a rubric, with rubric attached
- Individual goal(s) related to school-wide goals

The Effective Teacher Evaluation Tool will be used frequently throughout the school year for observation and feedback purposes. Classroom visits may or may not be announced. When an administrator comes to visit, please feel free to continue teaching. Upon completion of the classroom visit, the administrator will send feedback electronically. Your observation report is a living document. The information should be used to create goals and work toward improving as an instructor. You are always welcome to discuss feedback and ask for more input.

At least two formal observations will be scheduled in the fall and spring and used for evaluation purposes as well. Pre-observation and post-observation meetings will be a part of this.

Informal observations will be conducted in the classroom on a regular basis. “Walk-Through” observations will be done by either the Principal or the Assistant Principal.

All non-instructional staff members will receive a minimum of one formal performance review during the course of the school year. This review process will be conducted by the Principal and will be based on the written job description of the employee.

Induction

Teachers needing their professional license will participate in AAK’s Induction Program with the Principal and mentor teachers, in conjunction with CSI. The program consists of online tracking and reflection of professional development, mentorship, and goal setting.

Staff Meetings

In-person staff meetings will be held in person every other week. It is expected that all staff members attend staff meetings with the exception of hourly employees. Prior arrangements will need to be made with the Principal if someone is unable to attend a scheduled meeting. In the event that a meeting is not necessary, the Principal will notify the staff of the cancellation in a timely manner.

Electronic staff meetings will be sent out via Google during the alternating weeks of the month. Staff members are expected to read through the agendas and post questions and comments on agendas as needed.

Standards-Based Data Meetings

Teachers will meet with their data team twice a month. The focus will be on intentional planning, focus standards, and data dialogues. The Principal will also support teachers in the implementation of formative assessments and using the information to drive instruction.

Committee Meetings

Each staff member will participate in at least 1 committee each year. Meeting times will be determined by the committee. Each Committee will report out at least monthly at staff meetings. Meeting minutes will be posted on Google Drive by the Friday of that week. Each committee will have a “Leader” to facilitate the committee in reaching its goals.

Board of Directors Meetings

The Board of Directors (BOD) meets each month on a set schedule which will be published on the website. Board meetings are open to the community. The BOD is responsible for approving policy recommendations, the budget, evaluating the leadership team, and many other items that directly affect how the school operates. In the spirit of collaborative leadership, it is important that teachers have a presence at these meetings. Audience members are not expected to speak but would have the opportunity

to do so if they wish. Agendas for board meetings will be posted at least 24 hours in advance of the meetings, and staff are welcome to attend any meeting beyond the one meeting they are required to attend.

School Accountability Committee Meetings

Each school is responsible for establishing a School Accountability Committee (SAC), which should consist of at least the following seven members: The school leader; at least one teacher who provides instruction in the school; at least three parents of students enrolled in the school; at least one adult member of an organization of parents, teachers, and students recognized by the school; and at least one person from the community. SAC will meet quarterly. Each SAC is responsible for the following:

- Making Recommendations to the Principal on the school priorities for spending school money, including federal funds, where applicable;
- Making recommendations to the Principal of the school concerning the preparation of a school Performance or Improvement plan, if either type of plan is required;
- Making recommendations to the local school board concerning preparation of a school Priority Improvement or Turnaround plan, if either type of plan is required;
- Meeting at least quarterly to discuss whether school leadership, personnel, and infrastructure are advancing or impeding the implementation of the school's Performance, Improvement, Priority Improvement, or Turnaround plan, whichever is applicable, and other progress pertinent to the school's accreditation contract. Members of the School Accountability Committee will be appointed by the Principal.

Classroom Management/Discipline/Student Referrals

Providing a safe and conducive learning environment is the primary objective for all classrooms. All students have the right to learn. As instructional leaders in the classroom, teachers will take an active approach to establishing an appropriate atmosphere for learning. This starts with having a positive attitude with students, parents, and other staff members. Teachers will engage students in a positive manner in an attempt to build strong, meaningful, and appropriate relationships. While it is inappropriate to be a friend to the students, it is always appropriate to be friendly.

Good classroom management is a key component of providing students with a safe and quality learning environment. Teachers need to have a clear understanding of when the administration should be involved and when the teacher should handle behaviors in the classroom. The following procedures are steps in classroom intervention that will help teachers, students, and parents better understand the school's response to unacceptable classroom behavior.

Student Action Staff Action Actions handled by teacher, in the classroom

- Distracting behaviors (noises, movement, etc.)
- Unprepared for class
- Refusal to do work
- Disrespect
- Chewing gum except when allowed as an appropriate sensory accommodation
- Inappropriate language
- Unfriendly actions/teasing

ALL STUDENTS ARE SAFE IN THESE SITUATIONS!

Actions Handled by Admin Actions

- Fighting/physical aggression
- Spitting
- Disrespect towards staff members
- Offensive language
- Bullying/harassment
- Weapons
- Threats
- Stealing
- Lying/cheating
- Use of technology for purposes that do not directly serve academic goals
- Damage to property

REPORT ANY UNSAFE SITUATIONS TO ADMIN IMMEDIATELY!

The teacher will walkie Admin (following walkie protocol), and complete an incident report during plan or lunch. Admin will take one of the following actions:

- Conference/reflection with student
- Parent call with student
- Loss of privileges
- Alternative placement
- Parent meeting
- Lunch seating w/admin
- In School suspension
- Out of school suspension
- Behavior contract and/or plan

Behavior Definitions and Consequences

RTI, Trauma Informed, Restorative Practices:

Student Behavior Intervention Plan

1. Behavior correction is private and not on display. Remember that discipline is to teach, not punish.
2. Visual daily schedule provided, changes are gone over in the morning.
3. Calm down area in each classroom, the teacher provides procedures for using the area.
4. Morning meeting every morning, follow the school-wide schedule.
5. All teachers follow the same expectations and consequences set by the behavior team.

Behavior Matrix

	<u>Expected Behavior</u> Acting in a cooperative manner respectful of school and classroom expectations; responding appropriately when addressed.	<u>Warning/Reteach</u> Teacher handled, no documentation required. Teacher may reteach, remind, use zone of proximity, or move students away from a situation that could become a more serious issue.	<u>Minor</u> Teacher handled, teacher assigns building consequence. If a student continues and fills out a reflection sheet, teacher will make contact with the parent. *See flowchart below	<u>Major</u> <i>Referral form completed. Administrator assigns consequence.</i> <i>Administrator communicates to teacher *See flowchart below</i>
Offensive or Harmful Language	Language that is socially appropriate and respectful. Question: Is this the language teachers will be using with kids? What is the appropriate language in school? Is this the response you want them to parrot back? In our school, we use kind words that help myself	Offensive remarks or gestures in a casual manner inappropriate sexual connotations; put down to a particular subgroup.	Repeated pattern of any inappropriate language.	Swearing used to harass, intimidate, show defiance, create an unsafe climate.

	and others learn and be their personal best.			
Fighting/ Physical Aggression/ Inappropriate touch	<ul style="list-style-type: none"> • Respect for others' personal space. • Walking away from and reporting possible conflicts. 	Rough play	Pre-fight aggressive posturing, wrestling, bumping into others, pushing in line. Excessive hugging or touching when a boundary is required/set	Hitting or kicking; encouraging another to fight; retaliating Touching in a way that is inappropriate/ bothersome
Defiance/ Disrespect/ Noncompliance	<ul style="list-style-type: none"> • Acting in a cooperative manner respectful of school and classroom expectations. • Responding appropriately when addressed 	Passive refusal to participate, extremely slow in response to request, testing the limit	Ignoring reasonable request to stop low-level disruption; overt refusal to participate.	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation.
Disruption	<ul style="list-style-type: none"> • Cooperative behavior • Turn taking • Contributing appropriately to class discussions and activities • Cell phones off and away 	Noise making; outside-talk; attention getting behaviors (silly answers, class clowning, etc.); bugging others	Repeated pattern of any disruptive behaviors; misuse of cell phone/electronic devices to be confiscated and taken to office)	Behavior that stops learning in class; defiant repetition of behavior following correction.

Harassment/ Teasing/ Taunting	<ul style="list-style-type: none"> • Language that honors and validates other and their values and beliefs. 	Annoying on purpose; altering names.	“Put downs”; threatening and/or disrespectful body language/posturing; targeted insults	Threat/extortion; racist/social-economic status/sexual/or religious/diasability/ethnicity/secular orientation/cultural remarks; continued pattern of Minor offenses; continues proximity after separation
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Property Damage	<ul style="list-style-type: none"> • Respect personal and school property. • Using equipment in an appropriate manner. • Return items to app 	Not returning items to appropriate places.	Thoughtlessly or “accidentally” damaging property.	Theft, purposefully damaging or defacing property
Lying/Cheating/ Theft	<ul style="list-style-type: none"> • Produce authentic work • Be honest in words and actions. 	Borrowing without asking	Taking another's property (minor value), refusing to return a borrowed item, substituting someone else's work for your own	Taking another's property (significant sentimental or monetary value), not telling the truth when it involves someone's personal safety or property damage
Possession of a Controlled /Illegal Item	<ul style="list-style-type: none"> • Show an informed point of view in regards to drugs and 	Inappropriate drug/alcohol references	Repeated inappropriate drug/alcohol references, talking about use,	Under the influence, possession, distribution, paraphernalia of drugs

	alcohol.		clothing or obvious look-alike weapons.	or possession of actual or look-alike guns, knife, or other weapons.
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**Note that this matrix should not be shared with students or parents, as every incident is handled on an individual basis.*

Flow Chart

Classroom Minor Behavior Consequences: Students start with a fresh slate each day:

1. After the first incident, the student will receive a private warning; this must occur before the student can move to further consequences. Correction should be private between the teacher and the student, not in front of other students.
2. After two minors, the student will have a conference with the teacher to try to reach a solution. At two minors, the teacher begins keeping documentation on student behaviors.
3. After three minors, the student will complete a reflection sheet and privately meet with the teacher to discuss choices. The teacher may contact the admin to have a private conversation with the student.
4. After four minors, the student will meet with the SEL specialist or admin team for reteaching of behavior skills.
5. After five minors in one day, the student will receive an incident report and visit with the Principal.

PBIS-Positive Behavior Interventions and Support

PBIS is a proactive approach to preventing poor behavior from escalating into disciplinary measures, the focus is on teaching and promoting positive behaviors. By building on these positive behaviors, escalations into discipline are reduced. This year, the AAK PBIS team will participate in a grant-funded program to develop a plan that works best with our students. The rollout will begin this winter.

Why PBIS?

Many students are not coming to school with the social and emotional skills they need to be successful in the classroom. Punitive measures and zero-tolerance policies are not effective in the long term. But in an environment in which positive behaviors are taught and recognized, students can develop into solid citizens, both at school and in the community.

PBIS decreases office discipline referrals, increases instructional time, and improves student achievement. It encourages the development of positive teacher-student relationships. In addition, it provides students with the foundational skills they will need for success in life.

Implementing a PBIS framework can have a significant effect on the overall school climate. Students

are more productive, teachers are happier, and the larger community benefits. Perhaps most importantly, **PBIS allows educators to do more of what they love – teach!**

Dragon Tickets

Dragon Tickets can be given out by any teacher or staff member for behavior that is above and beyond for each individual student, at their individual level. Tickets are tracked by the teacher in the shared file and the PBIS team will give them prizes to hand out. Below are the rewards for reaching Dragon Ticket milestones.

- 10 - Prize from office
- 25 - Prize from office
- 50 - Prize from office
- 75 - Prize from office
- 100 - Lunch with the principal (or staff of their choice)

Bullying Prevention Policy

AAK believes that all students have a right to a safe and healthy school environment. AAK has an obligation to promote mutual respect, tolerance, and acceptance.

AAK will not tolerate behavior that infringes on the safety of any student. As used in this policy, “bullying” is any unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Such behavior includes threats and retaliation, direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

If staff witness any bullying incidents on school grounds, while traveling to and from school or during a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity, they should:

- Take immediate steps to intervene when safe to do so.
- Report incidents of bullying in a timely manner to the Principal or designee through a Bullying Incident Report.
- Principal and/or designee will follow up with the student and all parties involved, as well as make parent contact.

All incidents of bullying will be investigated by the administration. Teachers and staff should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

AAK will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during the lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Principal or designee.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that an appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. AAK prohibits retaliatory behavior against any complainant or any participant in the complaint process.

AAK Dress Code

AAK's Dress Code has been established to create parity among the students while allowing some artistic expressions. Dress should be school and age-appropriate. The below are guidelines for students:

Bottoms

Pants:

Straight legged or slight flair
 Twill or thin-wale corduroy
 Solid colored pants or denim
 With length off the ground
 Leggings may be worn as pants
 No holes between waist and fingertips

Shorts:

Fingertip length
 Must be solid color

Skirts:

May be a skirt, skort or jumper
 Fingertip length
 Shorts may be worn under skirts, but may not be visible

Tops

Colors:

Any solid color, or multi-color pattern.

Shirts:

Any shirt with sleeves

NO:

Tank tops, spaghetti straps, or sleeveless items
 No logos, decals, or recognizable images

Dresses:

Any color or multi-color, must have sleeves or a shirt underneath at an age-appropriate length

Outerwear/Overwear

Sweaters/Vests:

Cardigan, V-neck or vest of flat-knit weave.

Solid colors – no emblems.

Jackets/Sweatshirts:

Sweatshirts – including hoodies – may be worn over dress code shirts (no logos or decals)

AAK sweatshirts or solid colors (no patterns or emblems)

Jackets/coats (winter coats, etc.) may be worn to school, but should be removed when inside.

Sock/Shoes/Accessories

Socks/Tights/Leggings:

May be any color or colored pattern – creativity encouraged!

Must be solid weave

Socks or tights must be worn for health reasons

Shoes:

Tennis, athletic, dress, boots, or Mary Jane's acceptable – shoe must be on firmly and be appropriate for daily activities including outdoor recess (see below for winter conditions)

Shoes/laces may be any color or pattern

Must be close-toed and close heeled – 1" heel maximum

Winter boots can be worn to and from school and during recess but should be removed when in the building. Dress code shoes must be worn indoors when winter boots are removed.

Physical Education – appropriate athletic shoes should be worn on gym days

NO: Flip-flops, sandals, open toes, open heels, platform, lights, wheels, or sounds.

Personal Grooming

Hair:

Cleaned and neatly groomed

Can be any color or cut

Nails:

Students may wear nail polish of any color

Should not be distracting

Make-up:

To be used at parent's discretion and not brought to school.

Scout/Athletic Uniforms:

Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms may be worn on meeting days. Athletic team/Spirit uniforms may be worn on game/performance days.

Not Acceptable

Clothing that exposes midsection

Visible undergarments

Clothing/Accessories/Personal Belongings that feature alcohol, drug, or gang references

Clothing that is distracting to the student or others (ie hats)

No shoes with wheels

Principal or delegated authority has final discretion regarding the appropriateness of appearance.

Student/Staff Attendance

High academic achievement is achieved through the combination of regular student attendance and regular instruction provided by a qualified teacher. It is in the best interest of the student and the teacher to be at school as much as possible. Teachers will monitor the daily attendance of students and record absences in PowerSchool no later than 8:25 AM each morning.

Student Attendance: The school board has adopted student compulsory attendance policies from CSI. The administration, with the help of the instructional staff, will carry out the policy of the board. As indicated in the policy, students with excessive unexcused absences (4 absences in a month or 10 in a year), will be referred for truancy and considered for retention. Students who will be out of school for an extended period of time must complete a pre-arranged absence form for approval prior to leaving school (when the absences are foreseen). Failure to receive prior approval could result in a failing or incomplete mark for the quarter.

Excused Absences: The following shall be considered excused absences:

1. Absences because of temporary illness or injury
 2. A student who is absent for an extended period due to physical, mental, or emotional disability
 3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration
 4. Absences to attend or observe a religious holiday
 5. Absences by students who are in the custody of court /law enforcement authorities
- Absences determined by the school administration to be excusable, such as doctor's appointments or juvenile court appearances

At the administration's discretion, absences may require suitable proof regarding the above exceptions, including written statements from medical sources and agencies.

Unexcused Absences: An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents of the student receiving an unexcused absence will be notified orally or in writing by AAK of the unexcused absence.

The administration shall develop regulations to implement appropriate penalties. Students and parents may petition the administration of AAK for exceptions to this policy or the accompanying regulations provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception.

Students earning more than 4 unexcused absences per month or 10 unexcused absences during any school year may be referred for truancy.

Tardiness is defined as the appearance of a student without proper excuse after 8:15 am. Upon entering the building after 8:10 am the guardian must sign in the student at the front desk. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student

to

uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents shall be notified of all penalties regarding tardiness.

Teachers must put in attendance by 8:35 am so the front office can begin making calls to unexcused students. Students marked as absent by teachers who are actually tardy will be changed in the system by the front office.

Early dismissal from school will be approached in the same manner as tardiness. Students are expected to be in school until dismissal time, which is 3:20 PM on regularly scheduled school days. Early dismissal is detrimental to the learning process for both the student leaving and the students who are disrupted by the interruption.

Staff Attendance

Staff members are required to arrive no later than 7:40 am and depart no earlier than 3:40 pm on a normal school day. Attendance at meetings is detailed on previous pages. All staff members must report ready to work, as described in the Employment Manual. In the event that a staff member cannot come to work, the staff member must alert the Principal as soon as possible. After notifying the Principal, the staff member must try to find their own substitute through the AAK sub-pool and/or posting on TAGG Education. If unable to find a substitute, additional communication with the Principal will be necessary. Failure to properly report an absence will be considered a “no-show.” As indicated in the Employment Manual, one “no-show” is considered to be a voluntary resignation.

For planned absences, sub plans are required. Both digital and hard-copy plans are recommended and should be clearly labeled. Emergency sub plans for unplanned absences are required and should be clearly labeled in your classroom.

Staff members who must leave campus during the business day, need to sign out in the Front Office. Leaving campus during work hours should be limited to emergency situations or have approval from the Principal. Approval is not needed during lunch breaks, but staff members still must sign out.

Staff Dress Code

Professionalism should always be the first consideration for staff attire. Staff members must be role models for the students.. Clean, non-offensive, professional attire will be worn by male and female staff members whenever students are on campus. AAK branded attire is acceptable to wear on any day. Appropriate casual attire will be acceptable for non-student contact days, or days deemed appropriate by the Principal. Colored denim without holes or frays is acceptable. T-shirts or sweatshirts are allowed only if they are school or education related. Undergarments should remain covered. Sleeveless is ok, tank tops are not. Clothing that is of political nature or offensive is not school appropriate. If students have a classroom incentive to dress out, the teacher may match.

Appropriate Staff/Student Interactions

Positive relationships are an essential component of a strong working and learning environment. These relationships are built upon trust, communication, and shared vision. It is important that interactions amongst staff members, and staff members and students, remain appropriate at all times. This would include, but is not limited to, being appropriate with personal space, language, and physical contact. Professionalism should always be the first consideration for personal interactions.

Procedures for Staff Conflict

In the event that staff conflict arises, it is imperative to remember our Staff Norms. Additionally, all parties should come together to deal with the issue face-to-face. Hearsay and gossip should be avoided

at all times. The Principal can be called to mediate conflict when necessary.

Reporting of Suspected Child Abuse

Child Abuse is a very serious matter and all AAK employees are encouraged to take appropriate action to promptly report any suspected child abuse or neglect. Initially, employees should report any suspicions to the Principal of the school. In appropriate circumstances, suspected child abuse or neglect should also be reported to a law enforcement agency, Child Protective Services, or other appropriate state agencies. In addition, employees should fully cooperate with child abuse and neglect investigators. All staff must complete the required Mandatory Reporting Training.

Parent Communication

Parent communication should not be left to the occasional report of bad behavior or missing assignments. Positive and routine communication with parents will increase awareness of things going on in the classroom as well as foster meaningful working relationships with families. In an effort to build support in the homes of our students, teachers will be required to make contact with parents via email, phone calls, letters home, and face-to-face conferencing. The front office will approve all mass-parent communications prior to dissemination.

- **Weekly Newsletters:** Teachers are required to send out a weekly newsletter, either via email, hard copy, or both. Content that should be included in the newsletter includes what the students are learning in their academics, reminders about special events in the classroom, upcoming dates and events, and tips for helping students be successful while at school. Please BCC admin@aakelementary.org on all classroom communications.
- **Friday Folders:** All students will have a folder that will go home on Fridays. It is the classroom teacher's responsibility to make sure that folders are ready by Friday afternoon. Oftentimes, a parent volunteer can be helpful in preparing folders. Items to include in the folder include graded work (added by the teacher or student) from the previous week, flyers from the front office, and reminders about classroom and school-wide events. The front office or any other staff will provide necessary communication/flyers for the folders by Thursday at 3:00 pm. If there is something you need front office assistance on to get ready for folders, it must be to the front office by Wednesday at 3:00 pm.
- **Dragon Mail:** Dragon Mail is the school's weekly newsletter. Dragon Mail is sent out every Thursday to all families currently in the school. It includes upcoming school-wide events, administrative reminders, highlights from various classrooms, and various other information that pertains to the entire school community. If you have something you would like to have included in Dragon Mail, it must be sent to Amanda by the end of the day Wednesday for distribution the following Thursday afternoon.
- **E-Mail:** email is utilized as the main means of communication for important information. Responses to emails, both to families and staff, should be done within 24 hours during the school week. E-mails sent Friday afternoon-Sunday should be returned by the end

of the day back in session. If there is an email communication from someone that you are unsure of how to respond to, please consult with the Principal for guidance on composing an appropriate and professional response. When sending mass emails, BCC must be used. Parent emails should not be visible to other parents.

Purchase Orders

All purchases need to be approved by the Director of Operations prior to making orders. **Requests for reimbursement will not be honored for purchases without prior approval.** The Purchase Order form should be filled out by the staff member making the request, and a reimbursement form with a receipt also be filled out. Upon receiving materials, the packaging slip must be returned with a copy of the P.O. to the Business Office.

Field Trips

All field trips must be pre-approved by the Principal. Field trips are required to be educational in nature and cost-sensitive. Transportation for field trips will be coordinated by the classroom teachers utilizing parent volunteers when appropriate. All parent driver paperwork will be collected by the teachers and delivered to the Office Manager who will ensure all necessary forms are up to date and on file. The Office Manager will keep forms on file for the duration of the school year for parent drivers. For trips that are farther away, requests for transportation can be made to the Office Manager and the cost incorporated into the cost of the field trip. Although final arrangements may not be made until a later date, field trip proposals need to be submitted for approval as soon as possible. Proposals submitted close to the date of the actual requested date may not be approved based on schedule conflicts. Proposals that are submitted with less than one month's advance notice may not be approved. Field trip requests must be submitted through the Field Trip Request Form.

Handling of Funds

All monies collected by classroom teachers, sponsors, or coaches are to be deposited with the Office Manager on a daily basis. Cash and/or checks are not to be held in classrooms or offices.

Staff Members' Children

Children are allowed to be with their parents, or another staff member, before or after school hours. Children are not allowed to be at work with their parents on non-student contact days if the child interferes with the normal work process of the employee. The staff workroom is for adults only.

The Academy of Arts and Knowledge Contact Information

Address: 4800 Wheaton Drive. Fort Collins, CO 80525

Main Line: 970-226-2800

Principal

Nichole Schlagel; nschlagel@aakelementary.org; cell: 970-420-2980



**MINGA
EDUCATION
GROUP**

Contact Information

115 Dr., Peyton, CO 80831

Executive Director

Andy Franko; afranko@mingaeducation.com; Cell: 719-313-7825

Director of Operations

Shannon Gossard; sgossard@mingaeducation.com; Cell: 970-412-0706

Part 2: Minga Education Group

Welcome to Minga Education Group (hereinafter “Minga Education” or “the Company”).

We hope your new job will live up to your expectations and your stay with us will be a rewarding one. By asking you to join our team, we are demonstrating that we believe you have the ability to contribute in a unique way to the success of the Company. We hope you will find Minga Education a great place to work and fulfill your professional expectations.

Minga Education has made the strategic decision to partner with InTANDEM HR for assistance with core human resource functions. The purpose of our partnership is to provide a comprehensive solution for Human Resources, Benefits, Risk Management, and Payroll under one umbrella. This means:

- InTANDEM HR is the employer of record for the purpose of reporting employee and employer payroll taxes. You will indicate InTANDEM HR /Minga Education as your employer of record.
- Minga Education will remain your worksite employer.
- Your specific school site will still be responsible for directing, hiring, supervising, training, and controlling your work.

Who should you contact for your HR Needs?

School/Site Leadership:

- Work schedule
- Time off/scheduling approvals
- Reporting workers' compensation accidents
- Interpersonal disputes, harassment, and other workplace related situations OR InTANDEM HR
- Paycheck questions regarding earnings (hours paid, salary/hourly, etc)
- Direct Deposit

- Address Changes

Minga Education Group/ InTANDEM HR

- Income Tax Withholdings
- General Health Care Questions (contact carrier directly)
- Replacement Health Care Cards (contact carrier directly)
- Paycheck Questions Regarding Deductions (premiums, taxes, garnishments)

InTANDEM HR can be reached at 303.931.9352 or info@intandemhr.com

General employment policies

This Employee Handbook is not an employment contract. It serves as a guideline only. Unless you have a written contract providing otherwise, your relationship with Minga Education is “at-will” and may be terminated at any time by either you or Minga Education with or without prior notice or warning and with or without cause or reason. Nothing in this manual will limit your right or the Company’s discretionary right to terminate your employment relationship; no manager, supervisor, or employee of Minga Education has any authority to enter into any oral agreement providing otherwise. The Employee Handbook is not a legal document or an employment contract. We expect each employee to read and follow the policies set forth in this Employee Handbook. Please contact your Director of Operations, if you have any questions or concerns.

This Employee Handbook supersedes all other previously issued manuals or handbooks, whether created by Minga Education or one of its predecessors or subsidiaries. If a workplace policy, or local, state, or federal law conflicts with the provisions contained in this manual, contact your supervisor, InTANDEM HR’s HR Director, or your InTANDEM HR Account Manager. The provisions of this manual are not intended to restrict or supersede local, state, or federal law. This Employee Handbook cannot anticipate every situation regarding your employment. In order to have the necessary flexibility in the administration of policies and procedures, Minga Education reserves the right to withdraw or modify this Employee Handbook without prior notice to the employee.

Nature of Employment You became an employee at Minga Education voluntarily and your employment is “at will.” “At will” means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, “at will” means that Minga Education may terminate your employment at will at any time, with or without cause or advance notice, as long as the Company does not violate federal or state laws. Only Andy Franko, Executive Director of Minga Education is authorized to modify the Company’s at-will employment policy or enter into any agreement contrary to this policy. Any such modification must be signed and in writing by the employee and Minga Education’s President.

Carefully read this Employee Handbook in its entirety, and if you are uncertain about any policy or procedure, please check with your Director of Operations.

Equal Employment Opportunity

Minga Education believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of such individual’s race, color, religion, sex (including gender and gender identification), sexual orientation, national origin, ancestry, age, marital status, disability, veteran status, genetic information, or any other basis prohibited by federal, state or

local law. Equal employment opportunity will be extended to all persons in all aspects of the Minga Education-employee relationship, including recruitment, employment, training, promotion, transfer, corrective action, working conditions, compensation, employee benefits, layoff, and termination.

Pregnancy Accommodations

In compliance with Colorado law, the Company will not discriminate against an applicant or employee because of pregnancy, childbirth, or related conditions. If an applicant or employee requests a reasonable accommodation due to health conditions related to pregnancy or the physical recovery from childbirth, the Company will endeavor to provide a reasonable accommodation to enable applicants and employees to perform the essential functions of the job, unless the accommodation would impose an undue hardship on the operation of the business. The Company will engage in a timely, good faith, and interactive process with the employee to determine effective, reasonable accommodations for the employee for conditions related to pregnancy, physical recovery from childbirth, or a related condition.

Reasonable accommodations may include, but are not limited to: more frequent or longer break periods; more frequent restroom, food, and water breaks; acquisition or modification of equipment or seating; limitations on lifting; temporary transfer to a less strenuous or hazardous position if available, with a return to the current position after pregnancy; job restructuring; light duty, if available; assistance with manual labor; or modified work schedules. The Company will not require an applicant or employee affected by a pregnancy, physical recovery from childbirth, or a related condition to accept an accommodation that she chooses not to accept if she did not request an accommodation or if the accommodation is not necessary for the applicant or employee to perform the essential functions of the job, nor will the Company require a pregnant employee to take leave if another reasonable accommodation is available which will permit her to continue working.

The Company reserves the right to require an applicant or employee to provide a note stating the necessity of a reasonable accommodation from a licensed health care provider before providing a reasonable accommodation. The Company will not take adverse action against a pregnant employee who requests or uses a reasonable accommodation related to pregnancy, physical recovery from childbirth or a related condition. The Company will not deny employment opportunities to an applicant or employee based on the need to make a reasonable accommodation related to the applicant's or employee's pregnancy, physical recovery from childbirth, or a related condition. If employees have any questions about this policy or would like to request a reasonable accommodation, they should contact the Employee's Supervisor.

Accommodating Individuals with Disabilities

Except where it would cause this employer "undue hardship," as defined by federal or state law, Minga Education will provide qualified employees with disabilities reasonable accommodation where such accommodation will permit the disabled employees to perform the essential functions of their jobs. Employees needing accommodation for their disabilities are encouraged to make their needs known to their supervisors or InTANDEM HR's HR Consultant or the HR Service Center.

Open Door Policy

Minga Education recognizes that employees will have suggestions for improving the workplace, as well as concerns about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with your supervisor. Please feel free to contact your supervisor with any suggestions and/or concerns.

While Minga Education provides you with this opportunity to communicate your views, please understand that not all concerns can be resolved to everyone's satisfaction. Even so, Minga Education believes that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Work Schedules

Work schedules for employees vary throughout our Company. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation may be conducted at mid-year or annually.

A review is no guarantee of an increase in salary. Increases are based on a number of factors including but not limited to the quality and quantity of work performance, performance in relations to others, new and added responsibilities assumed or to be assumed, salaries in the local area for similar positions, and the economic position of Minga Education. At the time of your performance evaluation, you will be asked to review and sign the evaluation form. Your signature does not necessarily indicate agreement with the contents of that form but merely indicates that you have seen and understood the contents of the evaluation.

Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with Minga 19

Education. All employees will be judged by the same performance standards and will be subject to Minga Education's scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Minga Education for materials produced or services rendered while performing their jobs with Minga Education

Access to Personnel Files

Minga Education maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, and salary increases.

Employees who wish to review their own files should contact their supervisor or Human Resources. With reasonable notice, and upon proper request, you and/or your designated representative may inspect your personnel records and well as receive a copy of your file while currently employed and up to one year post your last day worked.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work for non-exempt employees will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

Timekeeping & payroll

Fair Labor Standards Act The Fair Labor Standards Act (FLSA) governs whether and when employees receive overtime. Minga Education complies with all provisions of the FLSA. Pursuant to the FLSA and applicable state laws, employees are categorized as “exempt” or “non-exempt.”

Exempt

The FLSA provides an exemption from both minimum wage and overtime pay for certain employees employed as bona fide executive, administrative, professional and outside sales and certain computer employees. Exempt employees are paid on a salary basis, subject to those deductions allowed by law. Employees who feel their salary has been deducted improperly may discuss the issue with their supervisor. Minga Education will reimburse employees for any deductions it determines are improper under FLSA regulations.

Non-Exempt

Employees not eligible for the exemption are entitled to overtime pay for all hours worked in excess of 40 hours per week and in excess of 12 hours in any workday. Employees should consult their state supplement as to the application of any state or local laws, rules, or regulations regarding overtime pay.

Paydays

Employees are paid semi-monthly on the 15th and last day of the month. The workweek begins at 12:00 am on Sunday of each calendar week and ends 168 hours later at 12:00 on the following Sunday. Pay is delivered via direct deposit or pay card, and pay stubs are available on the InTANDEM HR ESS (employee self-service) portal. All employees must register for the ESS. Should a payday fall on a holiday, paychecks are directly deposited on the workday preceding the holiday.

Compensation

Minga Education pays employees on an annual basis. Your salary will be distributed evenly over the course of the year. To receive your full annual salary, staff must fulfill all required service days. If for any reason employment is terminated, you will only be paid for the number of weeks you have worked. Once all required service days are 20 completed, your salary continues to pay out until the end of the 12-month cycle (1 full year after pre-service). If you decide not to return to Minga Education but have completed all of the required service days, you will still receive your full annual salary and will be paid through the summer.

Employment

Categories Full-Time

A “full-time employee” is one who is regularly scheduled to work 30 or more hours per week not including lunch breaks.

Part-Time

A “part-time employee” is one who is regularly scheduled to work less than 30 hours per week. Unless

otherwise stated in an employee benefit plan, regular part-time employees are not eligible for employer-sponsored benefits coverage.

Timekeeping Procedures

Federal law requires Minga Education to keep timely and accurate time records on all non-exempt employees. In order for this to be accomplished, time must be recorded accurately each day in the Timeco system. You will automatically have 30 minutes deducted for lunch each day you work longer than 5 hours so there is no need to clock in and out for lunch. Employees are REQUIRED to take a 30-minute lunch each day of work that is longer than 5 hours. Under no circumstances are you to record another employee's time or permit them to record yours. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek.

Employees are expected to clock in and out accurately each day. Violation of this regulation will result in immediate disciplinary action, up to and including termination.

Overtime

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour laws and is based on actual hours worked in excess of 40 hours per week or in excess of 12 hours in any working day. Any non-exempt employee who works overtime will be compensated at the rate of one and a half times (1.5) their normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law. Time off for sick or personal leave, vacation leave, holiday or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime may be voluntary or mandatory; however, all overtime must be authorized by Minga Education before the work is performed. If a non-exempt employee works overtime, whether or not approved, it must be recorded as time worked.

Payroll Deductions

Federal income tax and, where applicable, state income tax, as well as Social Security and Medicare taxes, will be deducted from all paychecks as required by law. The amount of this deduction will be determined on the basis of earnings and the number of dependents, according to the schedule prescribed by the Internal Revenue Service. A statement of total annual earnings and tax withheld will be provided to each employee on the ESS no later than January 31 of the year following the earning period.

Administrative Pay Corrections

Minga Education takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the payroll administrator so that corrections can be made as quickly as possible. In the event that a paycheck is lost or stolen, the employee should notify a manager or the HR Coordinator immediately. Employees are strongly encouraged to take advantage of direct deposit in order to prevent potential paycheck losses.

Employee benefit programs

Employee Benefits

Eligible employees of Minga Education are provided a wide range of benefits. Certain benefits regulated by state and federal law, such as workers' compensation, state unemployment, and state disability, will

be provided to all employees in the manner prescribed by law.

Many of the benefits offered by Minga Education are described in insurance summaries or other plan documents. The applicable summaries or plan documents govern your rights and obligations. This manual merely summarizes certain benefits. If you have any questions as to the benefits for which you are eligible, please contact your supervisor or InTANDEM HR Account Manager.

Like other policies contained in this manual, benefit programs are subject to modification or discontinuance at the discretion of Minga Education without prior notice, except as may be required by law.

Medical Care Benefits

Minga Education provides health insurance for eligible regular full-time employees. These benefits are subject to change or cancellation at the discretion of Minga Education at any time. For additional information or answers to questions about benefits, employees should review their Summary of Benefits & Coverage (SBC) provided to them free of charge, or contact your supervisor or InTANDEM HR Account Manager.

Retirement Planning

Minga Education provides a 401(k) plan for all employees eligible to participate in the plan. Minga Education matches 50% of the employee contribution up to 10% of the employee's salary. The vesting period is 3 years. Eligible employees will receive a summary plan description outlining their entitlement to benefits under the 401(k) plan, free of charge. Full plan documents are also available for review by employees from InTANDEM HR.

TIME OFF

Holidays

MEG Staff will have the same holidays as the District. Usually, these holidays are observed on the actual date of the holiday. However, when one of the above holidays falls on a Saturday, the holiday will generally be observed on the preceding Friday; if the holiday falls on a Sunday, it will generally be observed on the following Monday.

Unless previously approved by the Principal, nonexempt Staff must work their entire shift on their regularly scheduled workdays preceding and following the holiday to be eligible to receive pay for the holiday.

Staff are not automatically provided with vacation or holidays when School is closed to students. Staff will be allowed certain holidays to be taken on days established by the adopted School calendar. When holidays fall or are celebrated on a regular work day, (1) Eligible Staff will receive one day's pay at their regular straight-time rate. (2) Eligible non-exempt Staff who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day, or the eligible employee will receive an additional day off for working on the holiday, at the option of the School. Holiday pay will not be counted as hours worked for the purposes of determining overtime pay.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate).

Paid Time Off (PTO) Leave

The paid time off an employee at Minga Education receives is dependent upon how many days they are required to be onsite. PTO accrues from date of hire. Only full-time employees are eligible for paid time off. There are five categories of employees at our schools:

Full-Time Salaried Employees (Contract Days < 260)

Full-time employees are employees who only work a certain number of contract days per year (less than 260) specified by the school site. These employees have built in vacation time (fall, winter, spring, and summer breaks) and thus are not eligible for additional paid vacation time off when school is in session. Instead, school year employees have access to sick time (accrued by pay period) for all months worked. Employees can accrue up to 100 hours of sick time. Sick time accrual will not reset every year but rather caps at 100 hours and is not paid out upon separation of employment.

Employees are granted 16 hours of personal time at the start of the school year if they start work on or before the first day of preservice. Staff that is hired before December 30 of the school year, will receive 8 hours of PTO. Hires made after December 30 will not receive any personal time for the current school year. PTO is capped at 16 hours for Full-Time employees. Unused PTO is paid out upon separation of employment.

Sick Hours Earned Per Pay Period Worked	4
Total Personal Hours Per School Year	16

Part-time Salaried Employees (Contract Days < 260; <30 hours/week)

Part-time employees are employees who only work a certain number of contract days per year (less than 260) specified by the school site and less than 30 hours per week. These employees have built in vacation time (fall, winter, spring, and summer breaks) and thus are not eligible for additional paid vacation time off when school is in session. Instead, school year employees have access to sick time (accrued by pay period) for all months worked. Employees can accrue up to 100 hours of sick time. Sick time accrual will not reset every year but rather caps at 100 hours and is not paid out upon separation of employment.

Employees are granted 8 hours of personal time at the start of the school year if they start work on or before the first day of preservice. Staff that are hired before December 30 of the school year, will receive 4 hours of PTO. Hires made after December 30 will not receive any personal time for the current school year. PTO is capped at 8 hours for Part-Time employees. Unused PTO is paid out upon separation of employment.

Sick Hours Earned Per Pay Period Worked	2
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Total Personal Hours Per School Year	8
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Full Time Hourly Employees (+30 hours/week)

Full Time Hourly employees will accrue 2 hours of sick time for every 30 hours worked from their date of hire. No PTO will be accrued for part time employees. Sick hours will be capped at 100 hours and is not paid out upon separation. No PTO will be accrued for hourly employees.

Part Time Hourly Employees

Part Time Hourly employees will accrue 1 hour of sick time for every 30 hours worked which caps at 100 hours and is not paid out upon separation. No PTO will be accrued for part-time employees.

Full Time Year-Round Employees (Contract Days = 260)

Year-round employees are employees who work 12 months of the year regardless of school schedules. These employees accrue paid time off (PTO) every pay period which can be used for any reason during the year.

Accrual Schedule:

Months Worked	0 - 36 Months	37 - 60 months	61 - 84 months	85 months +
Hours Earned Per Pay Period	6 hours	6.67 hours	7.33 hours	8 hours
Annual Accrual Equivalent	18 days	20 days	22 days	24 days

PTO is capped at 100 hours.

Upon termination, all accrued and unused PTO hours will be paid out with the final paycheck. Advanced PTO is rarely approved, but in the instance it is, any negative balance will be recouped from final pay.

Employees are allowed to use accrued sick leave when the employee or employee's family member:

- Has a mental or physical illness, injury, or health condition that prevents the employee from working
- Seeks a doctor's care or diagnosis
- Needs to obtain preventative medical care
- Seeks medical attention, victim services, mental health services, or legal services as a result of domestic abuse, sexual harassment, or harassment.
- If a public official has ordered school or business closures due to a public health emergency

Documentation may be required if leave is four or more consecutive work days. Sick time requests may be made in whatever manner is reasonable for the employee. Employees may use sick leave in hourly increments.

Sick leave will not be advanced. An employee who takes leave under this policy may be asked to provide a

fitness for duty (FFD) clearance from the health care provider prior to returning to work, for purposes of ensuring it is safe for the employee.

Requesting Vacation

So that Minga Education may appropriately schedule work and plan for business requirements, we require that employees give a minimum of 2 weeks' notice, with exception of vacation used in the case of illness or emergency.

To schedule vacation, employees should submit a request through the Time & Labor Management System. The employee's supervisor will approve or deny the request for vacation, and will notify the employee of the Company's decision regarding the request within a reasonable period of time.

Employees must provide as much notice as possible to their supervisor of anticipated vacation use. PTO must be used in increments of 4 or 8 hours. Sick time can be requested in increments of 1 hour.

Notice and Documentation

Staff are required to make a reasonable effort to schedule the use of earned PTO leave in a manner that does not unduly disrupt school operations. Requests to use earned non-illness-related PTO leave will need to be submitted in writing to the Office Manager, for such time and the expected duration to the Principal in advance. Upon approval, this is added to STEAD's internal calendar for all to access.

When the use of earned PTO leave is not foreseeable, the Staff member is asked to provide notice including the expected duration of the absence to the Office Manager and Principal soon as possible under the circumstances.

Special Leave Requests

Except for highly unique and rare situations, illnesses or emergencies, staff leave days shall not be used during the following critical days:

- The first five or last five student contact days of the school year.
- State standardized testing (applies in individual buildings during scheduled testing times)
- The first or last days of a vacation, i.e., leave days cannot be used to extend a vacation.
- Immediately before or following a paid holiday or school break.
- Parent-teacher conferences (applies in individual buildings during scheduled conference times).
- Professional learning days.
- More than three consecutive school days.

An employee must make a request for staff leave on these critical days by completing the exhibit form that accompanies this policy at least 10 working days prior to the leave. The employee will state the highly unique and rare situation for the leave request. A panel consisting of a Principal or immediate supervisor, a human resource representative, and the superintendent will review the request. If approved as a highly unique and rare situation, the leave will be granted at a rate of one day for every leave day used. If not approved as a highly unique and rare situation, and the employee takes the leave, those days will be deducted from the subsequent paycheck.

Enforcement & Retaliation

Retaliation against an employee who requests or uses earned PTO is prohibited. An employee has the right to file a complaint if earned PTO is denied by an employer or if he/she is subjected to retaliation for requesting or taking earned PTO. The Principal can deny requested non-illness-related PTO time off based on the business demands of the School.

Bereavement Leave

Employees who need to take time off due to the death of an immediate family member should notify their supervisor immediately.

In the event of a death in an employee's immediate family (as defined below), employees will be granted up to 3 working days of bereavement pay.

Minga Education defines "immediate family" as spouses, children, sons-in-law, daughters-in-law, mothers, fathers, mothers-in-law, fathers-in-law, siblings, brothers-in-law, sisters-in-law, grandmothers, grandfathers, grandchildren, great-grandparents, step-parents, step-children, and, where required by state law, domestic partners (i.e., persons living in spousal relationships with the employee).

Jury Duty Leave

All employees summoned for jury duty will be excused from work. Employees on jury duty will be paid for their jury duty service in accordance with Colorado state law.

You must notify your direct supervisor within 48 hours of receipt of the jury summons.

Upon court dismissal, you are expected to contact your supervisor for further instructions related to your return to work. Employees must keep supervisors informed of the time they will be required to be absent for jury duty.

Employees will be excused from work without reprisal to respond to legal proceedings. Employees will be allowed to use vacation or unpaid leave to attend to such legal proceedings.

Time Off to Vote

Minga Education encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Minga Education will grant up to 2 hours of unpaid time off to vote.

Employees should request time off to vote from their supervisor at least two (2) working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees should check the state supplement for any specific details or requirements related to time off to vote.

Military Leave

As required by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), Minga Education's applicants and employees who apply for or perform military service, whether on a voluntary or involuntary basis, will not be denied initial employment, reemployment, retention in employment, promotion or any benefit of employment on the basis of the performance of military service.

Eligible military service includes performance of a duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National

Guard duty, and a period of time for which the employee is absent to determine fitness for duty or to perform funeral honors duty.

Any employee who enters the uniformed services of the United States will be granted a military leave of absence. Employees will be provided unpaid leave without any loss of benefits for the duration of their military service.

To qualify for reemployment upon the conclusion of military service, an employees must have:

- Given Minga Education written or verbal notice in advance of service, unless advance notice is precluded by military necessity (as determined by the Secretary of Defense) or is otherwise not within your control;
- A cumulative length of absence, including any previous qualifying military absence while employed by the Minga Education, which does not exceed five (5) years;
- Applied for reemployment with Minga Education according to these guidelines:

Length of Period of Service	Less than 31 days	More than 31 days, but less than 181 days	More than 180 days
Reapply No Letter Than	Next regular work day after completion of service and time to travel from place of service to residence, plus eight (8) hours	14 days after completion of service	90 days after completion of service

Upon reemployment, employees will be placed in the position they would have attained were it not for the break in employment, unless they are not qualified to perform that job and cannot be trained through reasonable efforts of Minga Education. If not so qualified, employees will be placed in the position held when the military leave commenced, or a position of like seniority, status and pay. If a disability incurred during or aggravated by military service prevents employees from performing the job they would have held were it not for the break in service, despite Minga Education's efforts at reasonable accommodation of the disability, employees will be placed in a position of like seniority, status and pay, if one is available. If no such position is available, employees will be placed in a job that is the nearest approximation of like seniority, status and pay.

Non-FMLA Medical and Personal Leaves

Please note: At this time Minga Education does not meet the 50 employees within a 75-mile radius eligibility requirement to provide employees with leave under the Family and Medical Leave Act (FMLA).

It is the Company's policy to consider an employee's request for a medical or personal leave of absence

(where the leave does not qualify for protection under the Family Medical Leave Act (FMLA)) in accordance with the guidelines set forth below. An eligible employee who wishes to take leave under this policy must submit a written leave of absence request for approval 30 days prior to the commencement of the requested leave. The amount of leave is subject to supervisory approval.

Regular full-time employees may request an unpaid leave of absence after the expiration of 90 days from their date of hire.

An eligible employee who wishes to take leave under this policy must give reasonable, advance notice and must submit a written leave of absence request for approval prior to the commencement of the leave. In most circumstances, a “reasonable, advance notice” means 30 days.

The granting or denying of such a request will be within Minga Education’s sole discretion.

If granted a Leave of Absence for Medical or Personal reasons, Minga will continue to cover the employer portion of benefit premiums during your leave. Employees are still responsible for covering the employee cost. Unless otherwise specified by your supervisor, employee benefit costs for the duration of the leave are due in full prior to the leave of absence. Please make payments payable to your school site. Failure to pay according to the owed benefit cost may result in termination of benefits.

The Company will require a health care provider’s certification whenever an employee requests a leave of absence for medical reasons.

Safety

Workplace Safety & Health

Minga Education provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Every employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of your HR Coordinator. Reports and concerns about workplace safety issues may be made anonymously. All reports can be made without fear of reprisal.

Work-Related Accidents and Injuries

Safety is a vital concern to Minga Education. The ultimate responsibility for safety, of course, lies with you. You have the greatest opportunity to develop safe work habits and prevent work-related injury or illness. We need your help in promoting safety and the prevention of accidents.

The following is a brief list of standard safety practices. For a more complete listing of health and

safety rules including site-specific guidelines, see your supervisor.

- Report any unsafe condition to your worksite supervisor immediately.
- If you are not sure how to do a job, stop and check with your supervisor.
- Report malfunctioning equipment to your supervisor immediately.
- Any employee who is furnished with safety equipment will be required to use such equipment.
- Seat belts must be worn at all times when operating vehicles on company time.
- Obey all safety and warning signs at all times.

All work-related injuries, accidents, and/or illnesses are to be reported immediately to your supervisor or the next level of management. In the event of a work-related injury, employees MUST receive care at one of the pre-approved health facilities posted in the break room. Injuries treated at facilities outside of the pre-approved list may not be covered by workers' compensation unless there is a life or limb-threatening emergency.

Weapons & Firearms

Except to the extent permitted by state and/or local law, the possession of weapons and firearms on Minga Education's premises, whether during normal work hours or otherwise, is strictly prohibited. Any employee found to be carrying or holding a weapon or firearm on Company premises will be subject to corrective action up to and including termination from employment. For the purpose of this policy, the term "premises" is defined as a building or portion of a building. Employees should consult their state supplement as to the application of any state or local laws, rules, or regulations regarding weapons and firearms.

OSHA Compliance

Certain Company facilities must maintain safety procedures and must train employees about safety in the workplace. Where Minga Education has established workplace rules, safety meetings, and training aimed at promoting safety in the workplace, employees must, without exception, follow the rules and participate in training and safety meetings. Where rules require that protective clothing be worn, or apparatus be utilized, employees must wear the clothing and use the apparatus. Failure to follow this policy will result in discipline, up to and including termination.

Employee conduct & corrective action

Employee Conduct

To ensure orderly operations and provide the best possible work environment, all employees are expected to behave in a professional manner that will protect and enhance the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are a few examples of conduct that may result in corrective action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs including marijuana
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs including

marijuana in the workplace, while on duty or while operating Company-owned vehicles or equipment

- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of property owned by the Company
- Failure to follow workplace rules or supervisor's instructions
- Violation of safety or health rules
- Known violations of federal, state or local law
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized disclosure of business secrets or confidential information
- Unsatisfactory performance or conduct
- Additional behaviors as indicated in our Workplace Violence and Unlawful Harassment policies

Corrective Action Procedures

It is the policy of Minga Education to attempt to treat all employees equitably, and to administer all policies, procedures, rules and regulations consistently. When an employee's performance is unsatisfactory, or when an employee violates the rules and regulations of the Company, appropriate corrective action may have to be taken.

The carrying out of this policy and procedure should not be construed as preventing, limiting, or delaying Minga Education from taking appropriate corrective action against an employee at any point in the procedure, including termination without prior warning, when Minga Education in its sole discretion, finds such action appropriate.

Progressive Corrective Action

The purpose of this policy is to state Minga Education's position on administering equitable and consistent corrective action for unsatisfactory conduct and performance in the workplace.

Minga Education's own best interest lies in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare the employees for satisfactory service in the future.

Although employment with Minga Education is based on mutual consent and both employees and Minga Education have the right to terminate employment at will, with or without cause or advance notice, Minga Education may use progressive corrective action at its discretion.

Corrective action may call for any of four steps – verbal warning, written warning, suspension with or without pay or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive corrective action means that, with respect to most corrective action problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension and still another offense may then lead to termination of employment.

Minga Education recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment, without going through the usual progressive action steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses but may be examples of unsatisfactory conduct that will trigger progressive corrective action.

By using progressive corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both employees and Minga Education.

Employee Counseling or Oral Reprimand

Supervisors should counsel employees about performance or conduct following a minor offense, eliminating possible misunderstandings, improving job performance, or explaining what is proper conduct. Supervisors will also follow up with the proper documentation.

Written Reprimand

Employees receive a written notice of corrective action following continued poor job performance, repeated minor offenses or where the supervisor or manager believes that an offense in the first instance is serious enough to warrant issuing a formal written notice.

The purpose of a written reprimand is to make certain employees are fully aware of the level of misconduct committed, or of those areas of performance that must be improved. The written warning should also inform employees of what is expected, and what may happen if performance does not improve, thereby enabling the employee to correct performance problems or avoid a recurrence of the incident.

Final Written Reprimand

Employees receive final written notice if sufficient progress in job performance has not occurred after counseling, written reprimands, following repeated minor offenses or certain levels of misconduct.

Suspension

Suspension without pay occurs when an employee fails to correct performance after repeated warnings, as the result of an accumulation of minor offenses or as the result of a serious offense of misconduct.

Termination

Termination should normally take place under the following circumstances:

- Minga Education has tried to have an employee correct performance or conduct, but the employee has not responded
- The employee's misconduct is of such a serious consequence that Minga Education believes it has no practical alternative.

Anti-harassment & non-discriminatory policy

Minga Education expressly prohibits harassment of and discrimination against employees on the basis of race, color, sex (including gender and gender identity), sexual orientation, religion, national origin, disability, veteran status, genetic information or any status protected under local, state or federal law by managers, employees or outsiders. We do so because we strive to provide all of our employees with a pleasant working environment and because harassment is prohibited by law. Minga Education will not tolerate harassment, including sexual harassment, discrimination, or retaliation. All employees are responsible to conduct themselves in ways that ensure others are able to work in an atmosphere free from harassment of any kind. This policy includes any off-duty or social functions as well as social media conduct.

Harassment Under this policy, harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, sex (including gender and gender identity), sexual orientation, religion, national origin, disability, veteran status, genetic information or any status protected under local, state or federal law, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance
- Otherwise adversely affects an individual's employment opportunities

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either made explicitly or implicitly a term or condition of employment
- Submission to or rejection of such conduct is used as the basis for employment decisions
- Such conduct has the purpose or effect of unreasonably interfering with the work environment or creating an intimidating, hostile or offensive work environment

Sexual harassment can be subtle or direct. It can involve different genders or may be committed by someone of the same gender. Sexually harassing behavior may include intentional physical conduct that is sexual in nature, sexual jokes and innuendos, sexual advances or requests for sexual favors, propositions, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, touching, sexually based obscene comments or gestures, display of sexually suggestive objects or pictures and any other type of physical, verbal or visual conduct of a sexual nature.

Sexual harassment may occur through various methods including personal contact, in writing, over the telephone, through e-mail, and on the Intranet or Internet. The means by which sexually harassing behavior is conducted do not change its inappropriateness.

Who Is Covered? In short, anyone employees encounter on the job at Minga Education is covered by this

policy. This includes all applicants and employees regardless of position, title, grade, seniority, or function, as well as clients, temporaries, visitors, independent contractors, and vendors. No one is immune from this policy.

How to Report Harassment

Allegations of harassment should be reported promptly; in any manner that effectively communicates the message. This includes reporting in writing, orally, by e-mail, letter, memo or note, or any other reasonable means. Minga Education encourages all reports to be made in writing in order to have a clear and complete account of an employee's perception of the situation. The most beneficial written reports will include at least:

1. The dates and times of all incidents of harassment
2. The names of all harassers and victims
3. A detailed factual description of the harassment
4. The names of all individuals present during the challenged conduct or who otherwise could corroborate or refute the facts alleged.

Employees should also remember that a good first step in resolving a problem of harassment is to directly confront the harasser, clearly communicating what behavior is deemed unacceptable. In many instances, this alone will stop the undesirable behavior because the harasser does not realize the inappropriateness of his or her conduct. If you do not feel that such a step is appropriate, however, you should report the problem to management.

Obligations of All Employees

It is an essential responsibility for every employee to report any incidents of actual or perceived harassment. This includes harassment directly involving the employee, or where the employee is only a witness. Every employee must consider the obligation to report harassment as an essential function of the job.

Professional Environment

Our work environment is such that many individuals interact with each other every day. Differences of opinion, discomfort with personality traits, and even anger are inevitable. Please understand that those types of reactions do not generally amount to sexual harassment. Minga Education encourages our workplace to be both interactive and professional. Tolerance of others is encouraged.

Where to Report

Reports of harassment should be made first to your supervisor or manager as well as InTANDEM HR. If you feel uncomfortable reporting to your supervisor or manager, you should contact InTANDEM HR's HR Director. You may also contact anyone further up the chain of command until the allegations are handled properly.

When to Report

Report incidents immediately. The more promptly an issue is raised, the more likely an appropriate resolution can be reached. Untimely reporting significantly increases the difficulty in conducting an investigation because the precision with which events and statements are remembered fades.

Investigations

In most cases, a prompt investigation will immediately follow the reporting of behavior believed to

constitute discrimination or sexual harassment. Any such investigation will be designed to address the allegations made, but will usually include detailed interviews of the persons directly involved, witnesses, and a review of any documentary items that tend to support or refute the allegations.

Investigations will be kept as confidential as practical but in keeping with Minga Education's desire to conduct a thorough review of all facts and events. Retaliation by any employee against anyone participating in the investigation will not be tolerated.

Determinations

In instances where sufficient information is available, Minga Education will promptly make factual and disciplinary determinations about the challenged conduct. However, an employee should keep in mind that some inappropriate behavior may not be reflected in documents or witnessed by other people. In those situations, individual credibility determinations will have to be made, and Minga Education will strive to do its best at making those determinations correctly. These credibility issues should not discourage employees from reporting harassment, but should illustrate the importance of having documents, witnesses, and other information available to assist Minga Education in reaching its determination. All determinations will be based upon a totality of the circumstances then known to this Company.

Discipline

Any employee engaging in sexual harassment will be subject to discipline, up to and including termination. This includes first-time offenders. All disciplinary decisions will be made on a case-by-case basis.

Complaining parties will be apprised in general of the progress of the investigation of their complaint. However, because of privacy concerns, only information of a general nature concerning the final outcome and any possible disciplinary action will be disclosed.

Retaliation

Any act of retaliation against an employee who reports, participates in an investigation of sexual harassment, or is otherwise involved in such an inquiry is strictly forbidden. Any employee found to have retaliated against another person would be subject to the same discipline as an employee who is found to have sexually harassed another person, up to and including termination.

False Claims

Sexual harassment and discrimination are very serious matters for all parties involved. Accordingly, while all legitimate claims of sexual harassment and discrimination must be reported, such claims must never be fabricated or lodged without the utmost sincerity. Any person found to have intentionally falsified a claim of sexual harassment or discrimination, or who lodges a claim for malicious or improper reasons, is subject to immediate discipline, up to and including termination.

Additional Training

It is important for Minga Education to have a well-trained and educated workforce on this subject. If at any time you do not believe you are sufficiently aware of what is acceptable behavior, do not understand this subject well enough, or simply need another copy of the Company's Anti-Harassment Policy, please contact InTANDEM HR.

Drug testing & substance abuse policy

Purpose & Goal

Minga Education is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

All employees are prohibited from reporting to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

Covered Workers - Any individual who conducts business for the organization, is applying for a position, or is conducting business on the organization's property is covered by our drug-free workplace policy.

Prohibited Conduct

Alcohol

This policy prohibits any employee from being impaired by alcohol while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not. This policy also prohibits any employee from bringing alcohol onto Company premises or property or using, consuming, transferring, selling, or attempting to sell or transfer alcohol while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on Company property or not, except as specifically authorized by Minga Education

Illegal Drugs

This policy prohibits any employee from bringing onto Company premises or property, having possession of, being under the influence of or using, consuming, transferring, selling or attempting to sell or transfer any form of an illegal drug while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not.

For purposes of this policy, an "illegal drug" is any drug (a) which is not legally obtainable; (b) which may be legally obtainable but has not been legally obtained by the employee (c) which is illegal under federal law, even if it is legal under state or local law such as marijuana and hallucinogenic mushrooms or (d) which is being used in a manner or for a purpose other than as prescribed for the employee.

Prescription and Over-the-Counter Drugs

This policy prohibits any employee from abusing prescription medications or over-the-counter drugs while on Company business or at any time during the hours between the beginning and ending of the employee's work day, whether on duty or not, and whether on Company property or not.

For purposes of this policy, "prescription or over-the-counter drug abuse" means taking medications that were prescribed for someone else, using prescription drugs or over-the-counter drugs for a purpose other than for which they were prescribed or manufactured, or other than in accordance with the doctor's instructions or recommended dosages.

Employees are expected to consult with their physicians regarding the effect of medications prescribed for them and to consult any package warnings for over-the-counter drugs. When you are taking a prescription or over-the-counter drug that can or will have an effect on your normal mental and/or physical state or interfere with work such as operating vehicles, machinery, equipment, etc., you should inform your immediate supervisor so that an accommodation may be made to allow you to continue job performance without endangering your health and safety or the health and safety of others.

Notification of Convictions

In accordance with the federal Drug-Free Workplace Act, any employee who works for a covered employer and is convicted of a violation of a criminal drug statute involving an on-the-job incident must notify the Company within five (5) days of his or her conviction.

Drug & Alcohol Testing

In the event of a workplace injury, drug and alcohol testing may be performed if reasonable suspicion exists that impairment may have caused the injury. To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration guidelines where applicable and will include a screening test; a confirmation test, the opportunity for a split sample, review by a Medical Review Officer, (including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result); and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records. The substances that may be tested for are:

- Amphetamines (amphetamines, methamphetamines, speed)
- Cannabinoids (*marijuana, hash)
- Cocaine (cocaine, crack, benzoylecgonine)
- Opiates (heroin, opium, codeine, morphine)
- Phencyclidine (PCP)
- Barbiturates (Phenobarbital, Secobarbital, Butalbital)
- Benzodiazepines (Valium, Xanax, Librium, Serax, Rohypnol)
- Methaqualone (Quaaludes)
- Methadone
- Propoxyphene (Darvon compounds)
- Alcohol
- Fentanyl

*Testing for marijuana is subject to local and state laws and regulations.

Testing for the presence of alcohol will be conducted by analysis of breath. Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine. If necessary, the employee may also be asked to provide a blood sample test.

Subject to any state or local laws or regulations dictating otherwise, any employee who tests positive will be terminated immediately and found an appropriate escort home if suspected of impairment.

Employees will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterate or dilute the specimen, substitute the specimen with that from another person or sends an imposter, will not sign the required forms, or refuse to cooperate in the testing process in such a way

that prevents completion of the test.

Consequences of Failure to Comply with this Policy

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

Any employee who violates any provision of this policy will be deemed guilty of misconduct and subject to discipline, up to and including termination from employment, even for the first offense. This will include any use, possession, or sale of illegal drugs as prohibited by this policy, any use or abuse of alcohol as prohibited by this policy, and any prescription or over-the-counter drug abuse as prohibited by this policy.

Confidentiality All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Employee Assistance Program

Minga Education provides drug and alcohol dependency evaluation and referral services for substance abuse counseling, treatment, and rehabilitation as part of an employee assistance program. Employees are encouraged to seek assistance through this program and an employee's decision to seek assistance from the employee assistance program will not be used as the basis for disciplinary action prior to a positive alcohol or drug test result or other violation of this policy. On the other hand, using the employee assistance program will not be considered a defense to the imposition of disciplinary action when Minga Education becomes aware of a positive drug test or other violation of this policy outside of the employee assistance program. Depending on the circumstances, Minga Education may suspend the imposition of disciplinary action subject to an employee's successful participation and completion in an alcohol or drug dependency treatment or rehabilitation program, but such suspension of disciplinary action will be in the sole discretion of Minga Education. Employees will not be able to avoid disciplinary action for violation of this policy if they do not meet the standards of job performance established for their position even if the lack of performance is due to alcoholism or drug dependency. The direct number to the Employee Assistance Program is 888-650-5748.

Other personnel policies

Attendance & Punctuality

To maintain a safe and productive work environment, Minga Education expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Minga Education. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Every time you are absent or late, or leave early, you must provide your manager with an explanation. You must also inform your manager of the expected duration of any absence. Minga Education does not tolerate excessive absenteeism. Excessive means more than 3 occurrences in a 90 day period, except for approved paid time off, or excused absence due to illness. Excused absences due to illness require a doctor's note, if the employee has missed 3 days of work. Failure to produce a doctor's note may lead to

disciplinary action. Continuing patterns of absences, early departures, or tardiness may warrant disciplinary action including verbal and written warnings, up to and including termination of employment.

Consistent with federal, state, and local law requirements, employees who are absent for three (3) or more consecutive days due to illness may be required to provide a doctor's note with a release back to work.

Employees who are absent without notice for three (3) days in a row will be considered as having abandoned their job, and Minga Education will process the work separation as a voluntary resignation.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Minga Education presents to customers and visitors.

During business hours or when representing Minga Education, you are expected to present a clean, neat, professional, and tasteful appearance. It is never appropriate to wear stained, wrinkled, frayed or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, non-exempt employees will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes an appropriate appearance.

Breaks

Two paid ten minute breaks per four hours worked are mandated by state law

Break Time for Lactation Purposes

Nursing mothers can take reasonable break periods during the workday to express breast milk for their children. These employees can take breaks each time they need to express milk beginning from the date of the nursing child's birth and for up to two (2) years.

Nursing mothers can use their meal and paid break times for lactation purposes. Break times that are used for lactation purposes beyond Minga Education provided break times are unpaid for non-exempt staff. Nursing mothers should discuss their need for extra break periods to express breast milk with their supervisors.

Workplace Etiquette

Minga Education strives to maintain a work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be

disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Minga Education encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone. The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences but more conscientious and considerate of co-workers and the work environment. Please contact your supervisor if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- Avoid horseplay and practical jokes in the workplace
- Housekeeping and cleanup is a daily requirement and will be considered part of everyone's job description
- Return copy machine and printer settings to their default settings after changing them.
- Replace the paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner and be sure to collect all your pages.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Refrain from using inappropriate language (swearing)
- Avoid discussions of your personal life or issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voicemail, or a speakerphone that others can hear.
- Clean up after yourself and do not leave behind waste or discarded papers.

Workplace Violence

Minga Education does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging Company property or property of another employee
- Possession of a weapon while on Company property or while on Company business (subject to state and local laws where applicable)
- Committing acts motivated by, or related to, sexual harassment or domestic violence

Any potentially dangerous situations must be reported immediately to a supervisor. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of the investigations will be discussed with them. Minga Education will actively intervene at any indication of a possibly hostile or violent situation.

Confidentiality & Non-Disclosure

The protection of confidential business information and trade secrets, within and outside Minga Education, is vital to the operation of the Company. Such confidential information includes, but is not limited to, the following examples:

- Billing information
- Computer programs/data
- Computer security codes
- Financial information
- Sales and Marketing strategies
- New materials and product research
- Customer lists
- Customer preferences
- Pending projects and proposals
- Plans
- Referral sources or information
- Office security keys/codes
- Research and development strategies
- Management strategies
- Personal information regarding other members
- School Records

No employee may copy or disclose such information for personal benefit or the benefit of another without express written consent of Minga Education Group. Any employee who improperly uses or discloses trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information. In addition, individuals who are exposed to confidential information may be required to sign a non-disclosure agreement by Minga Education Group.

Company Property

For the purpose of this policy property will be defined as any piece of equipment, furnishing, vehicle, building, or supply leased, owned, donated, or otherwise in the custodial care of Minga Education Group. All employees are expected to adhere to the following conditions regarding your use of Company property:

- To take good care when using Company property and to ensure that it is properly and responsibly maintained and serviced as directed

- To go about doing your work in a competent manner when using the property and equipment of the Company
- If involved in the production of the Company's goods and services, to apply yourself with due diligence in relation to the property or output produced.

Should you have knowledge of any misuse, you must notify your direct supervisor. Any employee who is found guilty of the theft of Company property or equipment will be subjected to summary dismissal and prosecution. Any employee found to neglect or misuse Company property may be subject to discipline up to and including termination. If the neglect is determined to be gross, Minga Education Group will expect reimbursement for part or all of the replacement cost.

Use of Phone & Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Systems Employees should practice discretion when making local personal calls and may be required to reimburse Minga Education Group for any charges resulting from their personal use of the telephone. The use of Minga Education GroupMinga-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Electronic Communications

The Company owns the computers, software, telephones, and networks and any Communications other equipment collectively referred to as Company equipment that you may use. Therefore, all messages sent, received, composed, stored, or accessed on any Company equipment are the property of the Company.

System users should not and do not have an expectation of privacy in their workplace electronic communications, their use of the Internet, or of any Company equipment. The Company reserves the right to inspect the contents of e-mail/voice mail or any other messages or material sent, received, composed, accessed, or stored on any Company equipment. Also, the Company may disclose any information obtained from any Company equipment within or outside the Company.

E-mails/voice mails are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Any such transmissions or communications containing sexually explicit images, message or cartoons, ethnic slurs, racial comments, or anything that may be perceived as harassment or offensive to others based on color, religion, sex, sexual orientation, gender identity, age, race, citizenship, national origin, disability, or veteran status is strictly prohibited.

While not all-inclusive, below are examples of violations of the policy:

- Sending or forwarding without authorization, confidential or proprietary Company information, business or trade secrets of the Company, or confidential information about the Company's employees or affiliates.

- Using electronic communications for any illegal purposes.
- Accessing, sending, forwarding, downloading, printing, or deliberate receipt of pornographic, obscene, indecent, or other sexually explicit materials.

System users who violate this policy will be subject to disciplinary measures up to and including discharge.

Smoking

Minga Education Group strives to provide a healthful, safe and comfortable working environment for all employees and customers. Smoking by employees is therefore prohibited throughout its properties.

Personal Information Changes

Minga Education Group needs to maintain accurate records of employees' personal information in order to fulfill its administrative obligations. It is your responsibility to promptly update your ESS of any changes in personal information. Your home mailing address, telephone numbers, number and names of dependents, emergency contacts, and other such information should be accurate and current at all times.

Travel Expenses

Per Diem: Employees who travel for Minga Education Group will be provided a per diem of \$50 to cover the cost of food and minor travel expenses (Ubers, train tickets, gas, etc...). If travel requires major transportation (plane tickets) and lodging, employees will work with the supervisor to select appropriate flights and lodging. Flights and lodging cost will be provided by the company directly.

Mileage Reimbursement: Employees who are required to drive personal vehicles for Minga will be reimbursed at the current IRS recommended rate.

Social Media

At Minga Education Group, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and coworkers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for Minga Education Group.

Managers and supervisors should speak with Human Resources for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things.

Social media includes all means of communicating or posting information or content of any sort on the

Internet, including to your own or someone else's weblog or blog, journal or diary, personal website, social networking or affinity website or chat room, whether or not associated or affiliated with Minga Education Group, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects members, customers, suppliers, or people who work on behalf of Minga Education Group or Minga Education Group's legitimate business interests may result in disciplinary action up to and including termination.

1. Know and follow the rules

Carefully read these guidelines, the Anti-Harassment & Non-Discriminatory Policy and Electronic Communications Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. Note that nothing in this policy is intended to "chill" NLRA-protected speech regarding actual working conditions.

2. Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of Minga Education Group. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open door policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, gender identity, disability, religion, or any other status protected by law or Company policy.

3. Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Minga Education Group, fellow associates, members, customers, suppliers, and people working on behalf of Minga Education Group or competitors.

4. Post only appropriate and respectful content

- Maintain the confidentiality of Minga Education Group trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.

- Respect financial disclosure laws. It is illegal to communicate or give a tip on inside information to others so that they may buy or sell stocks or securities.
- Do not create a link from your blog, website, or other social networking sites to a Minga Education Group website without identifying yourself as a Minga Education Group employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Minga Education Group or the Academy of Arts & Knowledge. If Minga Education Group is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Minga Education Group, fellow employees, members, customers, suppliers or people working on behalf of Minga Education Group. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Minga Education Group”

Using Social Media at Work

Refrain from using social media while on work time, unless it is work-related as authorized by your manager or consistent with the Company Property and/or Electronic Communications Policy. Do not use Minga Education Group or AAK email addresses to register on social networks, blogs, or other online tools utilized for personal use. **Retaliation is Prohibited**

Minga Education Group prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Contacts

Associates should not speak to the media on Minga Education Group’s behalf without contacting management. All media inquiries should be directed to the MEG Executive Director or Director of Business and Operations. .

For More Information

If you have any questions or need further guidance, please contact Human Resources.

Conflicts of Interest

Employees are prohibited from using Company facilities or information for their personal advantage. Any employee found to be using or disclosing Company trade secret information, Company equipment, or Company facilities in a manner that competes with this Company, or would cause this Company to suffer economic harm will be disciplined, up to and including termination. Employees are discouraged from taking gifts (other than small tokens of nominal value) from Company vendors.

Reference Checks and Employment Verifications

From time to time, outside organizations or individuals file information requests with Minga Education Group, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, Minga Education Group adheres to the following standards and procedures in dealing with all external requests for employment information. Minga Education Group employees are permitted to provide answers to reference checks, however employment verifications should be directed to the HR Coordinator at Minga Education Group or to InTANDEM HR.

SEPARATION POLICY

Employment with the Company is on an at-will basis and may be terminated by either the employee or the Company at any time, with or without cause or notice. No commitment or other term of employment will be implied or otherwise assumed from any source at all, written or oral. Employment for any specified duration will not be valid or binding on the employee or Company unless it is expressly set forth in a written document and signed by the employee and by the manager. Employment at-will is a term and condition of employment and continued employment for all persons employed by the Company.

Discharges

Minga Education Group may discharge an employee at any time with or without cause. However, some of the situations that may result in discharge include the following:

- Misconduct such as insubordination, dishonesty, intoxication, substance abuse, carrying of firearms, 40 unauthorized disclosure of confidential or payroll information, frequent non-excused absences, habitual tardiness, leaving your work station before quitting time without your supervisor's permission, etc.
- Performance related reasons such as inefficiency, high rate of error, poor quality or quantity of work, lack of cooperation, excessive sick leave, etc.

Without waiving its right to terminate an employee at will, Minga Education Group may follow a practice of progressive corrective action, (see Progressive Corrective Action) when it believes circumstances warrant this approach. Through progressive corrective action, Minga Education Group attempts to provide employees with notice of deficiencies and an opportunity to improve. However, Minga Education Group always retains the right to administer corrective action, including immediate dismissal, in any matter it deems appropriate and in its sole discretion.

Voluntary Resignation

Employees are asked to give Minga Education Group a written two (2)- week notice before the effective date of resignation. The Company may allow you to continue employment during the two (2)-weeks'

notice period, or accept the resignation effective immediately. You may only be paid up to and including the last day of performed work.

If an employee terminates before earning full vacation for that year, the number of unearned days taken, if any, may be deducted from the employee's final paycheck.

Performance-Based Release

A performance-based release is a separation initiated by Minga Education Release Group for unacceptable performance or behavior. However, if an employee terminates before earning full vacation for that year, the number of unearned days taken, if any, may be deducted from the employee's final paycheck.

Return of Property

Employees are responsible for items issued to them by the school site. Employees must return all Company property immediately upon request or upon the termination of employment. Minga Education Group may withhold from final paychecks the cost of any items not returned when required. Minga Education Group may also take all action deemed appropriate to recover or protect its property.

Payment of Final Wages

Depending on the state in which you are employed, wages may include salary, earned vacation, sick leave, bonuses, commissions, and other forms of compensation. Additionally, the state in which you are employed will dictate when final payment of wages must be made upon discharge or resignation.

COBRA

Please contact InTANDEM HR Benefits Department for information on COBRA.

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group plan would otherwise terminate. Employees are responsible for paying for the cost of any such continuation coverage, plus a small administration fee.

Under COBRA, employees may elect continuation of coverage for up to 18 months after termination of employment, unless they are terminated due to gross misconduct, or hours are reduced to such an extent they no longer qualify for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event.

Employees must notify InTANDEM HR within 30 days of the occurrence of legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees at the time of hire (or when they become eligible for participation in the group health plan) and again when a qualifying event occurs. For more complete information or if you have any questions concerning COBRA and your health plan, contact InTANDEM HR.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have received my copy of the Employee Handbook for Minga Education Group (hereinafter “Minga Education Group”) and the site specific policies of The Academy of Arts & Knowledge, and understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in this Handbook. I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the Handbook.

I understand that violations of the policies contained in the Handbook could result in disciplinary action, up to and including termination.

I further understand that the Handbook is not an employment contract, but serves as a guideline. I understand that unless I have a written employment contract providing otherwise, my employment relationship is at-will and may be terminated at any time with or without cause or notice. I understand that nothing in the Handbook will limit my right or the right of Minga Education Group to terminate employment.

I understand that Minga Education Group has the right to add to, modify or delete provisions of the Handbook and the policies and procedures on which they may be based, at any time without advance notice. I understand that no oral statements or oral representations can in any way change or alter the provisions of the Employee Handbook.

I understand that this handbook supersedes all other preceding employee manuals or handbooks, whether created by Minga Education Group or one of its predecessors. If I believe a prior manual, workplace policy, or local, state, or federal law conflicts with the provisions contained in the manual, I agree to contact the HR representative or InTANDEM HR.

Employee Signature Date

Printed Name